

# ***Marine Corps Institute Annual Course Listing 2007***



MARINE BARRACKS  
WASHINGTON, DC



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IN REPLY REFER TO:

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From: Director, Marine Corps Institute

Subj: MARINE CORPS INSTITUTE (MCI) COURSE INFORMATION

1. The *Annual Course Listing* is a reference document for MCI course information. It contains a listing of active Occupational Specialty Courses, active Professional Military Education Programs, and job aids offered by MCI.
2. This edition replaces the *Annual Course Listing Calendar Year 2006*.
3. Information contained in this paper-based publication is also available on MCI's home page at <http://www.mci.usmc.mil>. Updates to information contained in this publication are available on the MCI Web site under the current Course Catalog link. Units desiring additional copies of this Annual Course Listing should contact MCI Operations at 202-685-7478 (DSN: 325-7478).

  
T. M. FRANUS  
By direction

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## GUIDE TO USING THE ANNUAL COURSE LISTING

This annual course listing presents all of the active courses and programs MCI publishes.

### ***OCCUPATIONAL SPECIALTY COURSES***

The course catalog lists the occupational specialty courses in numerical order. The first two digits of each course number generally represent the occupational field of the course material. The trailing letter designator in the course number indicates the course version. A brief description of the course and the target audience are provided for each course.

**Prerequisites** for certain courses are listed and explained under the pertinent course.

**Study hours and reserve retirement credits** for occupational specialty courses are provided below the course descriptions.

Note: Course completion deadline (CCD) for all MCI occupational specialty courses is 2 years from the date of enrollment.

### ***DISTANCE PROFESSIONAL MILITARY EDUCATION (DPME) PROGRAMS***

**DPME** courses are listed within their respective programs. Enrollment in a single course of a DPME program is NOT allowed. Students may only enroll in one program at a time. The purpose of each program, its eligibility criteria, the prerequisites, the areas of study, additional administrative information, and ACE credit are explained at the beginning of each program listing in the DPME section.

Note: Course completion deadline (CCD) for all MCI DPME programs except the EWSDEP is 5 years from the date of enrollment. EWSDEP CCD is 3 years from the date of enrollment.

### ***JOB AIDS***

Job aids guide the Marine through the performance of a particular task. They are designed at a level of detail to minimize trial and error, reduce the amount of recall necessary, and give direction. The classic example of one of MCI's job aids is *The Forward Air Controller Tactical Pocket Checklist*. MCI's job aids do not include examinations. MCI has several job aids available through the Internet at [www.mci.usmc.mil](http://www.mci.usmc.mil). Other job aids are available in a paper-based format through MCI. For a list of those job aids now available turn to Appendix A.

### ***CD-BASED COURSES***

If a student enrolls in a **CD-based course**, they will receive a CD containing the courseware, a paper exam, and all necessary course materials in the mail. The student must have access to a computer with a minimum of a 90 MHz Pentium processor, 16 MB RAM, 4x speed CD ROM, sound card with speakers, and a video card capable of 16 bit color. Check with your local training NCO to see if your unit's commander's library has a CD ROM copy of the course in which you are interested.

### ***WEB-BASED COURSES***

**Web-based courses** are accessible from Learning Resource Centers (LRCs) located throughout the Marine Corps, from desktop PCs connected to base/station Local Area Networks (LAN), and from home computers via the Internet. Marines can enroll, launch, and complete for credit interactive courses via the Marine Corps' E-learning network, *MarineNet*. Electronic exams are available for all Web-based courses. All Web-based courses must be proctored at Learning Resource Centers (LRCs). Access to Web-based courses and information on taking electronic exams can be found at [www.marinenet.usmc.mil](http://www.marinenet.usmc.mil).

## ***MCI WEB SITE***

The Marine Corps Institute's Web site (MCI Online) is available to provide customer service to Marines in several areas. It allows the student to review course descriptions, enroll in a course, check course completions, print unofficial transcripts, and verify student records. It also allows students to review or download Portable Document Format (PDF) materials of interest to better facilitate the training program established for their unit. The site also allows students to view the latest news and information from MCI, as well as pertinent ALMARs and MARADMINs. The Web site address is [www.mci.usmc.mil](http://www.mci.usmc.mil). We encourage you to take advantage of this tool for all your MCI needs.

## ***COMMAND UNIT VERIFICATION REPORT (Command UVR)***

Command UVR provides commanders, unit training officers, and training NCOs with the ability to view the status of their unit's MCI program, enroll Marines, administer digital exams, and generate custom reports. Only an E-8/CWO-2/O-3 or higher may request a Command UVR account by going to [www.mci.usmc.mil/CommandUVR](http://www.mci.usmc.mil/CommandUVR). The user is asked to enter their SSN and date of birth, confirm their E-mail address, and click the Request Account button. After 2 business days, the user should revisit the Command UVR to check and see if the account has been activated. Once the account is approved, the user can go to [www.mci.usmc.mil/CommandUVR](http://www.mci.usmc.mil/CommandUVR), enter their SSN and date of birth and click the login button. If the user has a custom password already associated with their account, the system will prompt the user to enter it. If the user has not setup a custom password, the system will prompt them to establish one (the user will have to create a custom security question, create a custom security question answer, and create and verify a custom password).

Command UVR is accessed through the Command UVR link on the MCI Online homepage [www.mci.usmc.mil](http://www.mci.usmc.mil) or [www.mci.usmc.mil/CommandUVR](http://www.mci.usmc.mil/CommandUVR). Additionally, a Command UVR help section and user manual is provided on MCI's Web site for assistance.

## ***DIGITAL DP-37***

The Digital DP-37 application is a faster, more reliable and secure means to submit paper-based course exam answer sheets to MCI from any computer with Internet access. The Digital DP-37 provides immediate feedback; Marines will receive instantaneous pass/fail results for all exams submitted using this application. MCI student records will be updated immediately upon exam answer sheet submission, the numerical grade will post to the MCI database for viewing on MCI online immediately, and the student's MCTFS student records will be updated the next business day.

All training personnel authorized access to a unit's Command UVR account will be able to submit answer sheets online with the Digital DP-37 application. To access your unit's Command UVR account, users should go to the following web link: [www.mci.usmc.mil/commanduvr](http://www.mci.usmc.mil/commanduvr).

## ***COMMANDER'S LIBRARY PROGRAM***

The commander's library program is available to unit commanders to help reduce the amount of course books shipped. This allows the courses to be pre-positioned closer to the individual Marine. Commanders may request a listing of five specific course books to have shipped to them to maintain as a commander's library. Generally, the courses provided should be several of the most popular courses (based on enrollments), or courses specific to the mission of that particular unit. Send an electronic request to MCI Operations at [mcioops@mbw.usmc.mil](mailto:mcioops@mbw.usmc.mil) (Commander's Library Program). Include the reason for the request, the type of unit requesting the library, the unit RUC/MCC code, a listing of specific courses, quantities requested, the unit mailing address, and a point of contact by phone. Commanders are responsible for providing their own storage facility and checkout procedures.

## ***BASE LIBRARY PROGRAM***

The purpose of the Base Library Program is to provide a training and education reference library for Marine units and individuals by supplying base/station libraries, education centers, and training institutions a complete package of all available MCI courses. When a library or education center is equipped with these courses, it becomes an additional source for Marines to complete courses they may have lost or misplaced, allowing them to complete their course within the allotted course completion date. MCI will update your library semiannually with any new courses and most recent revisions to existing courses. For more information on the MCI Base Library Program, contact MCI Operations at [mciops@mbw.usmc.mil](mailto:mciops@mbw.usmc.mil) (Base Library Program).

## ***MARINES AWAITING TRAINING PROGRAM***

The Marines Awaiting Training (MAT) program was designed to allow MOS producing schoolhouses the ability to enroll, proctor, and grade exams for designated MCI courses to expedite the MCI request process by having courses on hand before students arrive for their formal MOS training. Schoolhouses can request up to five of the most commonly used MCI courses for their particular MOS. Submit an electronic request to MCI Operations at [mciops@mbw.usmc.mil](mailto:mciops@mbw.usmc.mil) (MAT Program). Include at a minimum the reason for the request, the type of unit, unit mailing address, a list of specific course, quantities requested, and a point of contact by phone and E-mail.

## ***RANDOM ON-LINE EXAMS (ROLE)***

MCI is transitioning from paper-based and digital DP-37 exam answer sheets to the Random On-line Exam (ROLE). The ROLE application is the latest version of on-line testing for MCI courses. Through Command Unit Verification Report (UVR) accounts, each Marine takes a uniquely generated on-line exam for his or her MCI course. ROLE enables MCI to preserve the academic integrity of its courses and ensures that learning objectives are fully tested. ROLE provides a convenient and efficient means for taking MCI course exams.

As of 1 October 2006, ROLE was activated on Command UVR. Command UVR account holders are able to administer ROLES to their Marines by logging in via [www.mci.usmc.mil/commanduvr](http://www.mci.usmc.mil/commanduvr). Units without active Command UVR accounts may apply for an account at the same Web site. Unit training personnel will then be able to test Marines through the ROLE program.

Marines are highly encouraged to take their MCI exams through the ROLE application. Unit training personnel may continue to submit completed MCI paper-based course exam answer sheets via U.S. mail or as a scanned, electronic document, E-mail attachment. Faxes are authorized for deployed units and special circumstances upon request. If fax or E-mail is used, contact MCI beforehand to provide point of contact information.

Once a Marine completes an exam through the ROLE, it takes 15 seconds for the Marine to view his or her results. Within 15 minutes a completion certificate appears on the Marine's MCI on-line account. Within 24 hours of the exams successful completion, the information will post to 3270 via MCTFS. If a Marine fails an exam using the ROLE, the Marine may retest immediately. If the Marine fails a second time, the standard retesting policy applies, and the Marine will automatically be disenrolled from the course. The Marine may re-enroll in the course after 21 days of disenrollment.

## HOW TO CONTACT MCI

- Web site: [www.mci.usmc.mil](http://www.mci.usmc.mil)
- E-mail: [ombmcissd@mbw.usmc.mil](mailto:ombmcissd@mbw.usmc.mil)
- Phone: 1-800-MCI-USMC/DSN 325-7438
- Postal Mail: 912 Charles Poor Street, Washington Navy Yard DC 20391-5680
- Visit Us: Building 220, Lejeune Hall, Washington Navy Yard

## LEARNING RESOURCE CENTER (LRC)

The LRC is a designated facility that provides multimedia workstations for Marines to access the distance learning network and Web-based courseware. A typical LRC contains 20-networked courses. LRCs are geographically located throughout several Marine Corps Bases (MCBs) and Stations (MCAS) to provide convenient access to interactive, Web-based distance learning courses for all Marines.

Location	Address	Hours*	Phone Number
Marine Barracks, Washington MCI	Washington Navy Yard Bldg. 220, Room 212	0800-1600 Mon-Fri	(202) 685-7468
Quantico, VA	2006 Hawkins Ave. 3 <sup>rd</sup> Floor	0800-2000 Mon-Fri	(703) 784-4288
Camp Lejeune, NC	Base Library, Bldg. 1220 Holcomb Blvd.	0900-1900	(910) 451-6760
Camp Lejeune, NC	French Creek Recreation Center Bldg. FC330	0900-1900	(910) 451-1446
Camp Lejeune, NC	Stone Bay, Bldg. RR-4 R132	0900-1900	(910) 450-2582
MCAS Cherry Point, NC	Training and Education Ctr., Bldg. 4035	0730-1730 Mon-Fri	(252) 466-7190
Camp Geiger, NC	Bldg. G920 B Street	0900-1900	(910) 449-2047
Camp Johnson, NC	Bldg. M402 Harlem Drive	0800-1800	(910) 450-1400
MCAS New River, NC	Bldg. AS213 Bancroft Street	0900-1900	(910) 449-6737
MCAS New River, NC	Bldg. AS4038 Bancroft Street	0900-1900	(910) 449-6728
MCAS Beaufort, SC	Bldg. 703 Room 121		
Camp Pendleton, CA	Camp San Onofre, School of Infantry Bldg. 520512	0900-1900 Tues-Sun	(760) 763-0120
Camp Pendleton, CA	Mainside FSSG, Bldg. 14125	0900-1900 Tues-Sun	(760) 763-4964
Camp Pendleton, CA	Del Mar Area Bldg. 210725	0900-1900 Tues-Sun	(760) 763-0118
Camp Pendleton, CA	Camp Chappo, Bldg. 22181	0900-1900 Tues-Sun	(760) 763-5035
Camp Pendleton, CA	Camp Las Pulgas, CA Bldg. 430406	0900-1900 Tues-Sun	(760) 763-1908
Camp Pendleton, CA	Camp Margarita, CA Bldg. 33524	0900-1900 Tues-Sun	(760) 763-3065

*Continued on next page*



<b>Location</b>	<b>Address</b>	<b>Hours*</b>	<b>Phone Number</b>
Camp Pendleton, CA	Camp Horno, CA Bldg. 53523	0900-1900 Tues-Sun	(760) 763-3258
Camp Pendleton, CA	Camp Edson Range, CA Bldg. 31604	0900-1900 Tues-Sun	(760) 763-3259
Camp Pendleton, CA	Camp Mateo, CA Bldg. 62330	0900-1900 Tues-Sun	
Camp Pendleton, CA	Camp Las Flores, CA Bldg. 41342	0900-1900 Tues-Sun	
MCRD San Diego, CA	4025 Tripoli Ave, Bldg. 111	0900-1900 Mon-Sat	(619) 534-4275
MAGTFTC 29 Palms, CA	29 Palms South End Bldg. 1527	1200-2000 Mon-Fri	(760) 830-7141 ext. 246
MWTC Bridgeport, CA	Bldg. 2002, 2 <sup>nd</sup> Floor	1100-1900 Mon-Fri 1200-1800 Sat-Sun	(760) 932-7761 ext. 932-8789
MCAS Yuma, AZ	Bldg. 328 West	1200-2200 Mon-Fri 1000-1500 Sat-Sun	(928) 269-6501
MarForRes New Orleans, LA	440 Dauphine St. Bldg. 601 4 <sup>th</sup> Floor	0700-1900 Mon-Fri	(504) 678-4411
MCB Kaneohe Bay, HI	Bldg. 221, Rm. 108	1000-2200 Mon-Fri	(808) 257-8724
Fort Leonard Wood, MO	Bldg. 1760	0800-1600 Mon-Fri	(573) 596-0131 ext. 63304
Fort Leonard Wood, MO	Bldg. 1721	0800-1600 Mon-Fri	(573) 596-0131 ext. 63304
MATSG-21 Pensacola, FL	Bldg. 18, Room 214		
MARDET Corry Station, Pensacola, FL	Bldg. 3782, Room 124		
MCAS Camp Butler, Okinawa	Camp Foster, Base Library, Bldg. 5679 1 <sup>st</sup> Deck	1000-2000 Mon-Thurs 1000-2100 Fri 1000-1900 Sat	645-8002
MCAS Camp Butler, Okinawa	Camp Kinser, Bldg. 1220E, Room 119	0900-2100 Mon-Fri	637-7600
MCAS Camp Butler, Okinawa	Camp Schwab, Bldg. 3429, Room 213	0900-1900 Mon-Wed/Fri-Sun	625-3017
MCAS Camp Butler, Okinawa	Camp Hansen, Bldg. 2339, Room 206B	0900-1900 Mon-Sat	623-3037
MCAS Iwakuni, Okinawa	Bldg. 360, Hq Area		
MCAS Iwakuni, Okinawa	Bldg. 1400, MAG-12 Area		

The USMC College of Continuing Education (CCE) supports the LRC program. See the CCE Web site for the most up-to-date listing of LRCs (<http://www.marinenet.usmc.mil/portal/locations.asp>.)

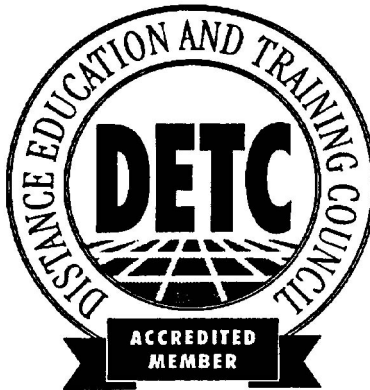
**\*Exact hours are determined by the local unit commander. See your LRC Facilitator for more information.**

## **DISTANCE EDUCATION AND TRAINING COUNCIL**

The Distance Education and Training Council (DETC) is a nonprofit educational association located in Washington, DC. DETC serves as a clearinghouse of information about the distance study/correspondence field and sponsors a nationally recognized accrediting agency called the Accrediting Commission of the Distance Education and Training Council. The Council's goal is to promote sound educational standards and ethical business practices within the distance study field. DETC's address is 1601 18th Street NW, Suite #2, Washington, DC, 20009-2529, telephone: (202) 234-5100, fax: (202) 332-1386, E-mail: [detc@detc.org](mailto:detc@detc.org) or visit their homepage at [www.detc.org](http://www.detc.org).

The Accrediting Commission of DETC has accredited MCI since 1977. This accreditation provides MCI an external standard for improving services and programs through periodic evaluations by an outside agency and by self-evaluation. It also provides the assurance of high standards and educational quality through the adherence to established criteria, policies, and standards. As part of the requirements for accreditation, MCI submits annual reports to the Accrediting Commission of the DETC. MCI is re-evaluated by the Accrediting Commission every 5 years.

Each year DETC sponsors an MCI Graduate of the Year. This MCI student combines scholarly virtue and application of his or her education to benefit the Corps, community, and individual. Look for a MARADMIN announcing the annual program towards the end of each fiscal year.



## AMERICAN COUNCIL ON EDUCATION

The American Council on Education (ACE) evaluates MCI courses to recommend credits that may be applied toward a Baccalaureate/Masters degree, or vocational certificate. ACE lists its recommendation for awarding educational credit or course equivalency in specific degree/certificate categories. This recommendation makes it easier for Marines to obtain college or vocational credit for courses they have completed.

To receive college credit for a MCI course, Marines should request an unofficial SMART transcript online at [https://smart.cnet.navy.mil/pub\\_login.html](https://smart.cnet.navy.mil/pub_login.html) and take this transcript, their MCI course record, or their course completion certificate(s) to their college registrar. An official transcript can be obtained from the Student Service Division of MCI. Students can submit a written request to MCI, Attn: SSD, 912 Charles Poor Street SE, Washington Navy Yard DC 20391-5680. The letter must include the full name, SSN, complete home and/or school address, and the year of the first completed course. Students may also send their request via E-mail at [ombmcissd@mci.usmc.mil](mailto:ombmcissd@mci.usmc.mil). For more information on how to request a transcript, see page 8 of this catalog. ACE only recommends college credits; the award of college or vocational credits for completed MCI course work is strictly up to each institution.

As ACE evaluates additional courses, their credit recommendations will be announced in subsequent editions of MCI's *Annual Course Listing*.

Note: All credit recommendations are in **semester hours**.

ACE credit recommendation for occupational courses and PME programs is provided below each course/program description. The following abbreviations are used to describe ACE recommendations.

### Occupational Specialty Courses:

**BA** = Baccalaureate degree level

**VA** = Vocational level

### Professional Military Education Courses:

Graduate level or **GL** = Masters degree level

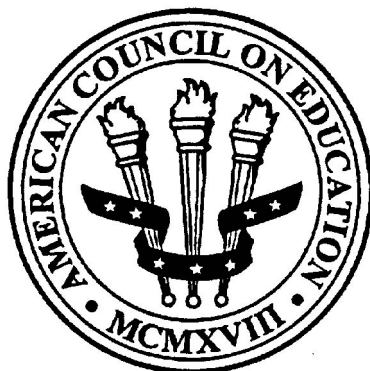
Upper level or **UL** = Last two years of a four-year Bachelor degree

Lower level or **LL** = Associate degree level work or the first two years of a four-year Bachelor degree

### Reading ACE codes:

Typical entries: 3 hrs-BALL = 3 hours in lower or associate level work.

1 hr-BAUL, 1 hr-VA = 1 hour in upper level and 1 hour in vocational level work.



## MANAGEMENT PROCEDURES

### ELIGIBILITY FOR ENROLLMENT

The following personnel are eligible and may enroll in MCI courses provided they meet the prerequisites listed in the course descriptions. Submit applications as indicated below:

#### **Marines on Active Duty**

- contact your training NCO or training representative or enroll via the MCI Web site at [www.mci.usmc.mil](http://www.mci.usmc.mil).

#### **Selected Marine Corps Reserves (SMCR)**

- enroll via the MCI Web site or contact MCI by telephone.

#### **Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA)**

- enroll via the MCI Web site or contact MCI by telephone.

#### **Retired Marines, Members of the Fleet Marine Corps Reserve, and Disabled Former Marines**

- enroll via the MCI Web site or contact MCI by telephone.

#### **NROTC Midshipmen under Marine Option**

- coordinate with your designated Marine Officer Instructor (MOI).

#### **Platoon Leaders Class (PLC) Candidates**

- coordinate with your designated Officer Selection Officer (OSO).

#### **International Students**

- submit requests via Coalition and Special Warfare Division, MCCDC, Quantico, VA 22134 (code C38) or call (703)784-1102.

#### **Air Force, Army, Coast Guard, and Navy Students**

- contact MCI by telephone or enroll via the MCI Web site.

#### **Government Employees of a Military Activity**

- contact MCI by telephone or enroll via the MCI Web site.

### RESERVE RETIREMENT CREDITS (RRC)

For inactive reserve Marines **ONLY**, one RRC is awarded for every 3 hours of study in an MCI course. Other services should determine credits awarded based on their service regulations.

#### **SMCR Marines**

- The unit is responsible for forwarding a report of reserve retirement credits (RRCs) to the Marine Corps Reserve Forces Administrative Activity (Code AFR). SMCRs do not receive RRCs for MCI course work done during regularly scheduled drill periods.

#### **IRR/IMA Marines**

- MCI posts RRCs for IRRs/IMAs to the Marine Corps Total Force System (MCTFS).

#### **MCI Data Base/Manpower Management System Record (MMS RECORDS)**

When a Marine completes, fails, or is disenrolled from a course, the data is transferred to MCTFS, Kansas City, Missouri, which then updates the Marine's MMS record.

### TRANSCRIPTS

To obtain an official transcript, you must submit a written request either through our E-mail account [ombmcissd@mbw.usmc.mil](mailto:ombmcissd@mbw.usmc.mil) or by sending a letter to Marine Corps Institute, 912 Charles Poor Street SE, Washington Navy Yard, DC 20391-5680. The request must include the following information: name, rank, SSN, complete mailing address, telephone number with area code, and the approximate dates of completion, (i.e. 20\_\_ to 20\_\_). An unofficial transcript can be obtained from MCI Online on the 'Student Records' page or by using the SMARTS program at <https://www.navycollege.navy.mil/>.

### COMPLETION CERTIFICATE

When a course is successfully completed, MCI posts a completion certificate on the students MCI Online account and in Command UVR, which includes on the reverse side, the examination score, the number of study hours required to complete the course, and the number of credits earned (for IRRs and IMAs). The certificate will not be mailed to the student but can be printed locally.

### DIPLOMAS

When a DPME program is successfully completed, MCI issues a diploma. Individuals completing DPME programs are able to receive their completion certificates for each subcourse via our Web site. No completion certificates will be mailed from MCI. To request a duplicate diploma, call the Student Services Help Desk at 1-800-USMC-MCI, or DSN 325-7483, or visit our Web site.

## WEB and CD-BASED COURSES

Enrollment in a Web-based course offers fast, convenient access to on-line course material and electronic exams. Course enrollments, completions, and exam scores are automatically recorded in MCI student records database (MCIAIS), and transmitted to Marine Corps Total Force Structure (MCTFS).

The following Web-based courses are available at Learning Resource Centers (LRCs), or from any LAN-connected PC at most major USMC bases/stations (visit [www.marinenet.usmc.mil/portal/locations.asp](http://www.marinenet.usmc.mil/portal/locations.asp) for a complete listing). All Web-based MCI courses can be accessed via [www.marinenet.usmc.mil](http://www.marinenet.usmc.mil).

0035	<i>Fundamentals of Marine Corps Leadership</i> (WEB)
0055	<i>Hazardous Material/Hazardous Waste Marine</i> (WEB)
0215A	<i>Terrorism Awareness</i> (WEB)
0367A	<i>The Marine Marksman</i> (WEB)
0385B	<i>Land Navigation</i> (WEB)
0665	<i>Radio Terminal Set (AN/M RC-142) Operator Course</i> (WEB)
0670	<i>Radio Terminal Set (AN/MRC-142) Radio and Maintenance Course</i> (WEB)
1320A	<i>Fundamentals of Diesel Engines</i> (WEB)
3426A	<i>Personal Financial Management</i> (WEB)
573	<i>NBC Individual Survival Measures</i> (WEB)

A paper test will be mailed to a student who takes a CD course unless MCI is specifically told not to do so. Students are encouraged to share CD-based courses with fellow Marines. Subsequent users enroll by requesting the “exam and answer sheet” only. The following **CD-based courses** are available on CD-ROM:

0034	<i>Fundamentals of Marine Corps Leadership</i> (CD)
0214A	<i>Terrorism Awareness for Marines</i> (CD)
0369	<i>The Marine Marksman</i> (CD)
0664	<i>Radio Terminal Set AN/MRC-142 Operator Course</i> (CD)
0669	<i>AN/MRC-142 Repair/Maintenance</i> (CD)
1321	<i>Fundamentals of Diesel Engines</i> (CD)
1816	<i>Marine Armor NCO Program (MANCOP – CD)</i>
2563	<i>Encryption/Decryption Device (TSEC/KY-99A) Operations Course</i> (CD)
2566	<i>Analog Switchboard (SB-3614) Operations Course</i> (CD)
2567	<i>Remote Multiplexer-Combiner (TD-1234) Operations Course</i> (CD)
2568	<i>Data Transfer Device (AN/CYZ-10) Operations Course</i> (CD)
3425A	<i>Personal Financial Management</i> (CD)
572	<i>NBC Individual Survival Measures</i> (CD)

## PORTABLE DOCUMENT FORMAT (PDF) COURSES

The following courses and job aids in a portable documented format are available for download on our Web site [www.mci.usmc.mil](http://www.mci.usmc.mil):

• Courses		
Course	Format	Size
<a href="#">001A The Principles of Instructions for the Marine NCO</a>	PDF	6752k
<a href="#">0033 Fundamentals of Marine Corps Leadership</a>	PDF	1929k
<a href="#">0084 Career Retention Specialist</a>	PDF	2048k
<a href="#">0090 Pistol Marksmanship</a>	PDF	2151k
<a href="#">0112C Counseling for Marines</a>	PDF	2392k
<a href="#">0118K Spelling</a>	PDF	3356k
<a href="#">0119K Punctuation</a>	PDF	372k
<a href="#">0131H Correspondence Procedures (Old Version)</a>	PDF	1802k
<a href="#">0131J Correspondence Procedures</a>	PDF	3933k
<a href="#">0138B Order Writing Clerk</a>	PDF	1719k
<a href="#">0143B Legal Administration Clerk</a>	PDF	3100k
<a href="#">0144 The Unit Mail Clerk</a>	PDF	11096k
<a href="#">0201 Intelligence Brief: Southwest Asia</a>	PDF	28843k
<a href="#">0210B Terrorism Awareness (Old Version)</a>	PDF	1222k
<a href="#">0210C Terrorism Awareness For Marines</a>	PDF	3484k
<a href="#">028B Intro To Combat Intelligence</a>	PDF	742k
<a href="#">0321A The M240G Machine Gunner</a>	PDF	15824k
<a href="#">0322J The M252, 81MM Mortar Crewman</a>	PDF	11708k
<a href="#">0324G Operations Against Guerrilla Units</a>	PDF	9509k
<a href="#">0326 Stability and Support Operations (SASO)</a>	PDF	1050k
<a href="#">0331J 81-MM Mortar NCO</a>	PDF	3469k
<a href="#">0332G Reconnaissance Marine</a>	PDF	22552k
<a href="#">0335C Infantry Patrolling</a>	PDF	1413k
<a href="#">0336 SCOUTING AND PATROLLING</a>	PDF	3997k
<a href="#">0338A The LAV Crewman</a>	PDF	7131k
<a href="#">0354B Desert Operations</a>	PDF	11977k
<a href="#">0355B The TOW2 Weapons System Crewman</a>	PDF	8766k
<a href="#">0357 M98A1 Javelin Weapon System for Marines</a>	PDF	3992k
<a href="#">0365 Antiarmor Operations</a>	PDF	6129k
<a href="#">0366B Military Operations in Urban Terrain</a>	PDF	3842k
<a href="#">0368 The Heavy Machinegun Crewman</a>	PDF	7788k
<a href="#">0370B The Marine Rifleman Combat Skills</a>	PDF	4445k
<a href="#">0372A Marine Rifleman Weapons</a>	PDF	1952k
<a href="#">0380A Infantry Squad Leader Combat Leadership</a>	PDF	429k
<a href="#">0381C Land Navigation</a>	PDF	6999k
<a href="#">0382 Infantry Squad Leader: Weapons and Fire Support</a>	PDF	8962k
<a href="#">0383A Infantry Squad Leader Squad Tactics</a>	PDF	4412k
<a href="#">0410B-1 MIMMS (AIS)</a>	PDF	34066k
<a href="#">0410C MIMMS (Student Reference Folder)</a>	PDF	537k
<a href="#">0410C MIMMS</a>	PDF	4489k
<a href="#">0414A Ground Maintenance Man. Proc. For Supervisors</a>	PDF	314k
<a href="#">0414B Ground Maintenance Management Procedures for Supervisors</a>	PDF	3042k
<a href="#">0416A Marine Corps Publications and Directives System</a>	PDF	3389k
<a href="#">045C The Logistics/Embarkation Specialist</a>	PDF	11431k
<a href="#">047D Introduction to Amphibious Embarkation</a>	PDF	9863k
<a href="#">0481A Landing Support Specialist</a>	PDF	19597k
<a href="#">0614 Digital/Switching Equipment Operators Guide</a>	PDF	6943k
<a href="#">0632 AN/PRC-113 (V) and AN/VRC-83 (V) 2 Programming Guide (Component 1)</a>	PDF	n/a
<a href="#">0632 HF/UHF Field Radio Equipment</a>	PDF	1153k

<a href="#">0813A Field Artillery Survey</a>	PDF	3268k
<a href="#">0813B Field Artillery Survey</a>	PDF	3100k
<a href="#">0816A Howitzer Section Chief</a>	PDF	822k
<a href="#">0816B Howitzer Section Chief</a>	PDF	4000k
<a href="#">0820D The M198, 155MM Towed Howitzer</a>	PDF	13027k
<a href="#">0861 Basic Forward Observer</a>	PDF	1430k
<a href="#">1122A Reverse Osmosis Water Purification Unit</a>	PDF	14809k
<a href="#">1141A Marine Electrician</a>	PDF	5378k
<a href="#">1142B Solid-State Devices</a>	PDF	15088k
<a href="#">1143 Interior Wiring</a>	PDF	13314k
<a href="#">1161 Fundamentals of Refrigeration</a>	PDF	17208k
<a href="#">1169 Utilities Officer/Chief</a>	PDF	23870k
<a href="#">1327 Engineer Estimations</a>	PDF	1280k
<a href="#">1328E Engineer Equipment Chief</a>	PDF	28528k
<a href="#">1330A Basic Shop Fundamentals For The Mechanic</a>	PDF	2109k
<a href="#">1332G Metal Working and Welding operations</a>	PDF	24638k
<a href="#">1334H Math for Marines</a>	PDF	7495k
<a href="#">1335C Fundamentals of Diesel Engines</a>	PDF	14966k
<a href="#">1343 Diesel Engine Maintenance and Troubleshooting</a>	PDF	17943k
<a href="#">1344C Construction Print Reading</a>	PDF	15850k
<a href="#">1373A Basic Engineer Combat Operations</a>	PDF	8647k
<a href="#">1374 Landmine Warfare</a>	PDF	9156k
<a href="#">1391A Bulk Fuel Specialist</a>	PDF	13406k
<a href="#">1800 AAV RAM RS CREW</a>	PDF	9568k
<a href="#">1800 AAV Crewman Job Aid (Component 1)</a>	PDF	n/a
<a href="#">1831B Field Operations and Employment of the Assault Amphibian Vehicle</a>	PDF	11904k
<a href="#">1833B Assault Amphibian Crewman Functions</a>	PDF	8808k
<a href="#">1834C The AAVP7A1 Logbook and Communications</a>	PDF	17191k
<a href="#">1843A Operating the M1A1 Tank</a>	PDF	8805k
<a href="#">1844A M1A1 Armament and Ammunitions</a>	PDF	5278k
<a href="#">1846 Tank Gunnery/Direct Fire Procedures (M1A1)</a>	PDF	16041k
<a href="#">1851 Operation of the Upgunned Weapons System</a>	PDF	15658k
<a href="#">2124F Armory Procedures</a>	PDF	12083k
<a href="#">2124G Armory Procedures</a>	PDF	2710k
<a href="#">2125 Ground Ordnance Supervisor</a>	PDF	3325k
<a href="#">2135 Inspection and repair of M9 Pistol</a>	PDF	0k
<a href="#">2135 Inspection and Repair of the M9 Pistol</a>	PDF	9663k
<a href="#">2515H Antenna Construction and Propagation of Radio Waves</a>	PDF	2778k
<a href="#">2525A Communications Security</a>	PDF	4716k
<a href="#">2526B Introduction to Electronic Warfare</a>	PDF	7854k
<a href="#">2532 HF/UHF Field Radio Equipment</a>	PDF	703k
<a href="#">2538 SINCGARS</a>	PDF	1474k
<a href="#">2540 Communications Plans and Orders</a>	PDF	2008k
<a href="#">2551D Field Wire Equipment and Procedures</a>	PDF	13111k
<a href="#">2552D Field Switchboards-Installation and Operation</a>	PDF	1661k
<a href="#">2820 Electronics Mathematics for Marines</a>	PDF	1247k
<a href="#">286G Fundamentals of Digital Logic</a>	PDF	9422k
<a href="#">287 Introduction to Test Equipment</a>	PDF	6265k
<a href="#">287A Introduction to Test Measurement and Diagnostic Equipment</a>	PDF	1630k
<a href="#">301N Basic Warehousing</a>	PDF	11837k
<a href="#">303H Warehousing Operations</a>	PDF	12895k
<a href="#">3044 Contingency Contracting Job Aid (Component 1)</a>	PDF	n/a
<a href="#">3044 Contingency Contracting</a>	PDF	8385k
<a href="#">3316E Basic Nutrition</a>	PDF	4622k
<a href="#">3333 The Reserve Field Food Service Supervisor</a>	PDF	21814k
<a href="#">334L Food Service Fundamentals</a>	PDF	3013k
<a href="#">3412 Field Budget Formulation</a>	PDF	4296k
<a href="#">3414 Financial Management</a>	PDF	9033k
<a href="#">3420E Personal Financial Management</a>	PDF	782k



<a href="#">3420F Personal Financial Management</a>	PDF	2957k
<a href="#">3422A Basic Pay and Allowances</a>	PDF	1240k
<a href="#">3503 Motor Transport NCO: Combat Operations</a>	PDF	17146k
<a href="#">3503A Motor Transport Operator NCO</a>	PDF	2379k
<a href="#">3513B Cooling and Lubrication System Maintenance</a>	PDF	15299k
<a href="#">3515B Automotive Brake System</a>	PDF	7486k
<a href="#">3521A Troubleshooting the M998 Electrical System</a>	PDF	577k
<a href="#">3525B Automotive Fuel and Exhaust System</a>	PDF	6642k
<a href="#">3525C Tactical Vehicle Fuel and Exhaust Systems</a>	PDF	1416k
<a href="#">3530 Incidental Motor Vehicle Operator</a>	PDF	20204k
<a href="#">3538B Dispatching Procedures for Motor Transport</a>	PDF	7055k
<a href="#">3580A Automotive Engine Maintenance and Repair</a>	PDF	2290k
<a href="#">359F Automotive Power Trains</a>	PDF	9788k
<a href="#">4133 Semper Fit Basic Fitness Course (Component 1 of 1)</a>	PDF	n/a
<a href="#">4133 Semper Fit Basic Fitness Course</a>	PDF	n/a
<a href="#">5714A NBC Reconnaissance and Contamination Avoidance</a>	PDF	1209k
<a href="#">571A NBC Individual Survival Measures</a>	PDF	7793k
<a href="#">5812A Military Police Interview/Interrogation Forms</a>	PDF	5670k
<a href="#">581E Corrections</a>	PDF	962k
<a href="#">582 Corrections Supervisor</a>	PDF	8157k
<a href="#">6001A Aircraft Maintenance NCO</a>	PDF	9380k
<a href="#">6002 Aviation Maintenance Workcenter Supervisor</a>	PDF	3100k
<a href="#">602A Theory and Construction of Gas Turbine Engine</a>	PDF	22407k
<a href="#">605 Aviation Maintenance Work Center Supervisor</a>	PDF	12798k
<a href="#">606A Aviation Quality Assurance Supervisor</a>	PDF	10980k
<a href="#">8011A Basic Grammar and Composition</a>	PDF	1012k
<a href="#">8011A Basic Grammar and Composition Job Aid (Component 1)</a>	PDF	n/a
<a href="#">8012A Leadership</a>	PDF	2912k
<a href="#">8013A Military Studies</a>	PDF	2554k
<a href="#">8014A Introduction to Warfighting</a>	PDF	1619k
<a href="#">8015A Warfighting Tactics</a>	PDF	4323k
<a href="#">8016A Warfighting Techniques</a>	PDF	5788k
<a href="#">8017A Weapons</a>	PDF	10036k
<a href="#">8101 Leadership and Administration</a>	PDF	1795k
<a href="#">8102 Military Studies</a>	PDF	1999k
<a href="#">8103 Warfighting Techniques</a>	PDF	2299k
<a href="#">8104 Tactical Decision Making</a>	PDF	1289k
<a href="#">8105 Leadership Credo</a>	PDF	1879k
<a href="#">8201 Military Studies</a>	PDF	1574k
<a href="#">8202 Military Justice and Law of War</a>	PDF	485k
<a href="#">8203 Warfighting Techniques</a>	PDF	1989k
<a href="#">8204 Combat Techniques</a>	PDF	1091k
<a href="#">8205 Combined Arms</a>	PDF	1441k
<a href="#">8511 Warfighting</a>	PDF	8085k
<a href="#">8802A Strategic Level of War Volume I</a>	PDF	11513k
<a href="#">8802A Strategic Level of War Volume II</a>	PDF	16126k
<a href="#">8803A Operational Level of War Vol. I Lessons 1-4</a>	PDF	3479k
<a href="#">8803A Operational Level of War Vol. I Lesson 5-7</a>	PDF	7997k
<a href="#">8803A Operational Level of War Volume II</a>	PDF	26907k
<a href="#">8804A MAGTF Vol I.pdf</a>	PDF	19808k
<a href="#">8804A MAGTF Vol II.pdf</a>	PDF	11536k
<a href="#">8805A Marine Corps Planning Process (MCP) Course Book &amp; Readings</a>	PDF	6357k
<a href="#">8805A Marine Corps Planning Process (MCP) Scenario Material</a>	PDF	637k
<a href="#">8806A Joint and Multinational Operations Volume II</a>	PDF	15075k
<a href="#">8806A Joint and Multinational Operations Volume I</a>	PDF	19227k



• Job Aids		
<b>Title</b>	<b>Format</b>	<b>Size</b>
<a href="#">AAV Crewman Job Aid</a>	PDF	744k
<a href="#">AAV Section Leader</a>	PDF	1214k
<a href="#">Aircraft Maintenance NCO</a>	PDF	267k
<a href="#">AN/PRC-113 (V) and AN/VRC-83 (V) 2 Programming Guide</a>	PDF	247k
<a href="#">AN/PSN-11 PLGR Aid</a>	PDF	201k
<a href="#">Basic Grammar and Composition Job Aid</a>	PDF	422k
<a href="#">Chemical Warfare</a>	PDF	61k
<a href="#">Chief Cook</a>	PDF	293k
<a href="#">Communications for the FMF Marine</a>	PDF	1425k
<a href="#">Contingency Contracting Job Aid</a>	PDF	18k
<a href="#">Corrections</a>	PDF	427k
<a href="#">Embarkation Job Aid</a>	PDF	1600k
<a href="#">FiST/FSC Handbook</a>	PDF	809k
<a href="#">Forward Air Controller</a>	PDF	760k
<a href="#">Inspection and Repair of The M9 Pistol</a>	PDF	2259k
<a href="#">Land Navigation Handbook</a>	PDF	3024k
<a href="#">Laying Methods &amp; Hasty Survey Methods</a>	PDF	580k
<a href="#">M224 60mm Mortar Crewman</a>	PDF	1416k
<a href="#">Marine Aides Handbook</a>	PDF	3100k
<a href="#">Marine Corps Common Skills Handbooks 1A</a>	PDF	5509k
<a href="#">Marine Corps Common Skills Handbooks 1B</a>	PDF	27066k
<a href="#">Operational Risk Management</a>	PDF	171k
<a href="#">Pastry Baking</a>	PDF	243k
<a href="#">Platoon Commander Handbook</a>	PDF	540k
<a href="#">semper fit</a>	PDF	0k
<a href="#">Semper Fit Job Aid</a>	PDF	n/a
<a href="#">Smart-T Handbook</a>	PDF	4112k
<a href="#">Smart-T Reference DTD Manual (Component 5 of 5)</a>	PDF	n/a
<a href="#">Smart-T Reference Generator (Component 4 of 5)</a>	PDF	11202k
<a href="#">Smart-T Reference KG-84 (Component 2 of 5)</a>	PDF	487k
<a href="#">Smart-T Reference KY-99 (Component 3 of 5)</a>	PDF	1547k
<a href="#">Smart-T Reference TM (Component 1 of 5)</a>	PDF	15920k
<a href="#">Student Evaluation Guide for 3521A</a>	PDF	377k
<a href="#">Tank Commander</a>	PDF	1572k
<a href="#">TRHS JOB AID</a>	PDF	1024k

## OCCUPATIONAL SPECIALTY COURSES

The unit diary enrollment process now includes course versions. Six characters must be entered to identify the course number. Example: 3420 would read 3420EZ. Course versions are now included in this edition of the MCI *Annual Course Listing*. If the course version is not indicated, then the course has not been revised as of this printing. If you have questions concerning this, please contact Student Services Division (SSD). Marines may call toll free 1-800-MCI-USMC, commercial (202) 685-7438, or DSN 325-7438.

### **001A THE PRINCIPLES OF INSTRUCTION FOR THE MARINE NCO**

Provides NCOs with a basic background of learning theories, techniques, and procedures to prepare them to become effective instructors. Designed for LCpl-Sgt in all MOSs. An electronic test is available for this course at any Learning Resource Center.

Study Hours: 12

Reserve Retirement Credits: 4

ACE Credits: MC 1406-0028, 3 hrs-BALL

### **0033 FUNDAMENTALS OF MARINE CORPS LEADERSHIP**

Designed to help new or prospective NCOs master the difficult art of leadership. The course also gives examples of and procedures for effective leadership in garrison and combat situations. This course serves as a foundation of the PME building block program. Designed for Pvt-LCpl in all MOSs. An electronic exam is available for this course at any Learning Resource Center.

Study Hours: 26

Reserve Retirement Credits: 9

ACE Credits: MC 1406-0023, 1 hr-BALL

### **0034 FUNDAMENTALS OF MARINE CORPS LEADERSHIP (CD VERSION)**

CD based version of MCI 0033 *Fundamentals of Marine Corps Leadership*. The purpose of this course is to provide the Marine with an introduction to the principles of effective leadership as exercised in the military. An electronic test is available for this course at any Learning Resource Center.

Study Hours: 17

Reserve Retirement Credits: 6

ACE Credits: MC 1406-0043, 1 hr-BALL

### **0035 FUNDAMENTALS OF MARINE CORPS LEADERSHIP (WEB VERSION)**

A web-based version of MCI 0033 *Fundamentals of Marine Corps Leadership*. The purpose of this course is to provide the Marine with an introduction to the principles of effective leadership as exercised within a military setting. An electronic test is available for this course at any Learning Resource Center.

Study Hours: 17

Reserve Retirement Credits: 6

ACE Credits: MC 1406-0044, 1 hr-BALL

### **0055 HAZARDOUS MATERIAL/ HAZARDOUS WASTE MARINE (WEB VERSION)**

Provides Marines with basic background in storing, maintaining, and transporting hazardous waste. In addition, instruction covers the administrative procedures in dealing with these substances. This course helps meet the initial training requirements to obtain the 9954 MOS; additionally it will meet the annual re-certification requirements for MOS 9954 Marines. Designed for Pvt-GySgt in any MOS.

Study Hours: 7

Reserve Retirement Credit: 2

ACE Credits: None

### **0084 CAREER RETENTION SPECIALIST**

Provides the basic information to operate successfully in the first year as a command career retention specialist without the benefit of resident school coursework. This course is designed for Cpl-GySgt in 8421 occupational field as "B" billet or primary billet without the formal school.

Study Hours: 7

Reserve Retirement Credit: 3

ACE Credits: None

## **0090 PISTOL MARKSMANSHIP**

This course is intended to provide the fundamentals of firing the M-9 service pistol. It will cover M-9 safety procedures, maintenance, firing techniques, and marksmanship principles. This course is designed for all officers, staff sergeant and above, and junior Marines in special billets.

Study Hours: 7  
Reserve Retirement Credit: 2  
ACE Credits: None

### ***OF-01, PERSONNEL AND ADMINISTRATION***

## **0112C COUNSELING FOR MARINES**

Provides the fundamentals of counseling for Marines. It also addresses planning and conducting a counseling session. Designed for all ranks and MOSs.

Study Hours: 6.5  
Reserve Retirement Credits: 2  
ACE Credits: MC 1406-0032, 2 hr-BALL

## **0118K SPELLING**

Provides instruction on using a dictionary and thesaurus. This course covers basic spelling rules, and words most frequently misspelled. Designed for all ranks and MOSs. An electronic test is available for this course at any Learning Resource Center.

Study Hours: 10  
Reserve Retirement Credits: 3  
ACE Credits: None

## **0119H PUNCTUATION**

Provides instruction on the correct use of punctuation marks and capitalization. Designed to enhance the writing skills of all ranks and MOSs.

Study Hours: 9  
Reserve Retirement Credits: 3  
ACE Credits: None

## **0131J CORRESPONDENCE PROCEDURES**

Provides basic information on methods of preparing, typing, and filing correspondence. Designed for all ranks and MOSs.

Study Hours: 20  
Reserve Retirement Credits: 7  
ACE Credits: None

## **0138B ORDER WRITING CLERK**

Prepares Marines for the job of publications clerk at the unit or commodity level.

Study Hours: 10  
Reserve Retirement Credits: 3  
ACE Credits: MC-1403-0021, 1 hr-BALL

## **0143B LEGAL ADMINISTRATION CLERK**

Provides an introduction to investigations and administrative procedures for processing the unit punishment book, absentees, and deserters. Designed for Pvt-GySgt in the 01 occupational field.

Study Hours: 10  
Reserve Retirement Credits: 3  
ACE Credits: MC-1406-0041, 3 hr-BALL

## **0144 THE UNIT MAILCLERK**

Provides instruction on operating a unit mailroom. Specific areas covered are directory service, administrative procedures, and processing mail. Designed for Pvt-Sgt in any MOS assigned duties as unit mailclerks.

Study Hours: 8  
Reserve Retirement Credits: 3  
ACE Credits: None

### ***OF-02, INTELLIGENCE***

## **0210C TERRORISM AWARENESS FOR MARINES**

Provides instruction on how individual Marines can best protect themselves and their families in a terrorist environment. Gives guidance on what to expect and how to survive in a terrorist situation. Designed for all Marines.

Study Hours: 8  
Reserve Retirement Credits: 2  
ACE Credits: MC 1606-0010, 1 hr-BALL

#### **0214A TERRORISM AWARENESS FOR MARINES (CD VERSION)**

CD-based interactive courseware version of MCI 0210B, *Terrorism Awareness for Marines*. This course covers the following topics: terrorism basics, terrorist groups by region, terrorism and you, and U.S. policy. Designed to increase terrorism awareness of Marines and their families to reduce their vulnerability to terrorism when deployed to a high terrorism threat region. Designed for all Marines. An electronic exam is available for this course at any Learning Resource Center.

Study Hours: 8  
Reserve Retirement Credits: 3  
ACE Credits: MC 1606-0016, 1 hr-BALL

#### **0215A TERRORISM AWARENESS (WEB VERSION)**

Web-based version of MCI 0210B, *Terrorism Awareness for Marines*. This course covers the following topics: terrorism basics, terrorist groups by region, terrorism and you, and U.S. policy. Designed to increase terrorism awareness of Marines and their families to reduce their vulnerability to terrorism when deployed to a high terrorism threat region. Designed for all Marines. An electronic exam is available for this course at any Learning Resource Center.

Study hours: 8  
Reserve Retirement Credits: 3  
ACE Credits: MC 1606-0017, 1 hr-BALL

### ***OF-03, INFANTRY***

#### **0321A THE M240G MACHINEGUNNER**

Instruction in this course includes fundamental and advanced principles of employing the M240G machinegun in tactical situations, including the following: basic marksmanship, offensive/defensive employment, night/low visibility, and engaging moving targets including anti-air defense. Designed for Pvt-Sgt in MOS 0331 or for those who may be required to perform duties as a machinegunner or lead a machinegun team.

Study Hours: 10  
Reserve Retirement Credits: 3  
ACE Credits: MC 2204-0145, 1 hr-BALL  
(Must Complete 5 Small Arms Courses)

#### **0322J THE M252, 81MM MORTAR CREWMAN**

Provides an introduction to the 81mm mortar, covering characteristics, nomenclature, assembly and disassembly, maintenance, ammunition, laying, and firing. Also includes information on the LAV-M mounted mortar. Designed for Pvt-Sgt in MOS 0341.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: None

#### **0326 STABILITY AND SUPPORT OPERATIONS**

This course provides the definitions and purposes of stability and support operations, an understanding of situational awareness as it relates to insurgency, terrorism, and guerilla warfare, and various tactics, techniques, and procedures in regards to firm base operations. This course also discusses checkpoint operations, recognition of explosive hazards, and convoy operation. Designed for Pvt-SSgt in all MOSs.

Study Hours: 6  
Reserve Retirement Credits: 2  
ACE Credits: None

#### **0331J THE 81MM MORTAR NCO**

Provides instruction for the 81mm mortar NCO. Covers forward observer procedures, fire direction center procedures and commands, and reciprocal lay of the 81mm mortar. Designed for Cpl-Sgt in MOS 0341. An electronic exam is available for this course.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: None

#### **0332G RECONNAISSANCE MARINE**

Provides instruction on the fundamentals of reconnaissance operations including doctrine, equipment, tactical concepts, and techniques used by the reconnaissance unit in training and combat operations. Designed for Marines in MOSs 0321 or 8654.

Study Hours: 16  
Reserve Retirement Credits: 5  
ACE Credits: MC 2204-0134, 1 hr-BALL  
(Must Complete 5 Small Arms Courses)

### **0335C INFANTRY PATROLLING**

An introductory course on planning, preparing, and conducting infantry patrols. Designed for Pvt-Sgt in the 03 occupational field.

Study Hours: 11

Reserve Retirement Credits: 4

ACE Credits: MC 2204-0136, 1 hr-BALL

### **0336 SCOUTING AND PATROLLING**

Provides learning experiences necessary to perform scouting and patrolling techniques. Designed for Pvt-Sgt of all MOSs.

Study Hours: 6

Reserve Retirement Credits: 2

ACE Credits: None

### **0338A THE LAV CREWMAN**

Provides instruction on the operating procedures for the LAV-25's systems. Also includes instruction on the location of the major components and a description of the vehicle's accessory equipment. Designed for Pvt-LCpl in MOS 0313.

Study Hours: 11

Reserve Retirement Credits: 4

ACE Credits: None

### **0354B DESERT OPERATIONS**

Introduces desert operations, desert areas of the world, special tactics, and combat service support procedures. Also covers fundamentals of individual survival in desert environments. Designed for all Marines.

Study Hours: 12

Reserve Retirement Credits: 4

ACE Credits: None

### **0355B THE TOW 2 WEAPON SYSTEM CREWMAN**

Introduces component identification, assembly and disassembly, system checkout, loading, target engagement, maintenance, and camouflaging of the TOW 2 weapon system. Designed for Pvt-Sgt in MOS 0352.

Study Hours: 19

Reserve Retirement Credits: 6

ACE Credits: None

### **0357 JAVELIN WEAPONS SYSTEM CREWMAN**

Provides instruction on the M-98A1 Javelin weapon system. Includes instruction on the characteristics, care, and operation and employment. Designed for Pvt-Sgt in MOS 0351.

Study Hours: 12

Reserve Retirement Credits: 4

ACE Credits: None

### **0365 ANTIARMOR OPERATIONS**

An introduction to small unit anti-armor operations. Includes armor identification, anti-armor concepts, and anti-armor weapons. Designed for Pvt-Sgt in the 03 occupational field.

Study Hours: 12

Reserve Retirement Credits: 4

ACE Credits: None

### **0366B MILITARY OPERATIONS IN URBAN TERRAIN**

Provides instruction in conducting offensive and defensive operations in urban terrain settings. Designed for use by Marines in the grades Pvt-GySgt who are assigned to the 03 occupational field.

Study Hours: 10

Reserve Retirement Credits: 3

ACE Credits: MC 1606-0006, 1 hr-BALL

(Must Complete 5 Small Arms Courses)

### **0367A THE MARINE MARKSMAN (WEB)**

Web-based interactive course. Provides instruction and addresses the techniques and procedures of marksmanship. Gives guidelines and examples that make it a useful tool for conducting marksmanship training. An electronic exam is available for this course at any Learning Resource Center.

Study Hours: 6

Reserve Retirement Credits: 2

ACE Credits: None

**0368 THE HEAVY MACHINEGUN CREWMAN**

Provides an introduction to Marine Corps heavy machineguns: M2 heavy barrel .50 caliber and the MK19 40mm. Covers characteristics, nomenclature, assembly and disassembly, ammunition, gun lay, maintenance, and immediate action procedures. Designed for all heavy machinegunners, Pvt-Sgt.

Study Hours: 18

Reserve Retirement Credits: 6

ACE Credits: MC 2204-0168, 1 hr-BALL

(Must Complete 5 Small Arms Courses)

**0369 THE MARINE MARKSMAN (CD VERSION)**

CD-based interactive courseware (CD) version of MCI 0367A, *The Marine Marksman* (WEB). Provides instruction and addresses the techniques and procedures of marksmanship. Gives guidelines and examples that make it a useful tool for conducting marksmanship training. An electronic exam is available for this course at any Learning Resource Center.

Study Hours: 6

Reserve Retirement Credits: 2

ACE Credits: None

**0370B THE MARINE RIFLEMAN: COMBAT SKILLS**

Provides the individual rifleman with basic instruction on fire and movement, defense, cover and concealment, communications, and security and intelligence. Designed for Pvt-Sgt in all MOSs.

Study Hours: 12

Reserve Retirement Credits: 4

ACE Credits: MC 2204-0152, 3 hr-BALL

**0372A THE MARINE RIFLEMAN: WEAPONS**

Provides the individual rifleman with a basic knowledge of weapons at the fire team level. This course emphasizes operator maintenance assembly and disassembly and immediate action procedures. This course also provides instruction concerning engagement, grenade and pyrotechnic employment, and landmine installation. Designed for Pvt-Sgt in the 03 occupational field.

Study Hours: 13

Reserve Retirement Credits: 4

ACE Credits: MC 2204-0146, 1 hr-BALL

(Must Complete 5 Small Arms Courses)

**0380A INFANTRY SQUAD LEADER: COMBAT LEADERSHIP**

Addresses the rigorous combat conditions a Marine faces in battle. Examines key factors for successful leadership in a combat environment. Designed for the infantry squad leader but applies to Cpl-Sgt in all MOSs.

Study Hours: 6

Reserve Retirement Credits: 2

ACE Credits: None

**0381C LAND NAVIGATION**

Provides land navigation instruction including navigating with a map and a compass, route planning and preparation, and navigating by natural means.

Study Hours: 21

Reserve Retirement Credits: 7

ACE Credits: MC 1601-0052, 3 hr-BALL

**0382 INFANTRY SQUAD LEADER: WEAPONS AND FIRE SUPPORT**

Provides instruction on the weapons organic to the infantry battalion and covers the capabilities and limitations of artillery, naval gunfire, and close air support. Also discusses call for fire adjustment procedures for indirect fire support. Designed for Cpl-Sgt in the 03 occupational field.

Study Hours: 14

Reserve Retirement Credits: 5

ACE Credits: MC 2204-0101, 1 hr-BALL

(Must Complete 5 Small Arms Courses)

### **0383A INFANTRY SQUAD LEADER: SQUAD TACTICS**

Provides instruction in combat planning, fire support, and offensive and defensive operations at the squad level. Provides situational problems to increase the student's knowledge of problem solving and decision-making. Designed for LCpl-Sgt in MOS 0311.

Study Hours: 15  
Reserve Retirement Credits: 5  
ACE Credits: MC 2204-0100, 1 hr-BALL  
(Must Complete 5 Small Arms Courses)

### **0385B LAND NAVIGATION (WEB)**

Web-based version of MCI 0381, *Land Navigation*. Course provides land navigation instruction including navigating with a map and a compass, route planning and preparation, and navigating by natural means. A protractor and Margarita Peak map are required for this course and associated electronic examination. These are available at the Learning Resource Centers (LRC).

Study Hours: 10  
Reserve Retirement Credits: 3  
ACE Credits: None

### ***OF-04, LOGISTICS, EMBARKATION, MIMMS, AND SHORE PARTY***

### **0410C MIMMS**

Provides instruction on the principles and procedures of the Marine Corps Integrated Maintenance Management Automated Information System. Covers management concepts, input procedures, reports, files, and validations. Designed for Pvt-SSgt in MOS 0411 and all other ground maintenance-related MOSs.

Study Hours: 9  
Reserve Retirement Credits: 3  
ACE Credits: None

### **0414B GROUND MAINTENANCE MANAGEMENT PROCEDURES FOR SUPERVISORS**

Covers procedures and policies for managing ground equipment maintenance in field units of the regular establishment and ground and aviation units of the Selected Marine Corps Reserve. Emphasizes maintenance management terminology, resources, productions, and information. Designed for SSgt-Capt in MOSs 0402, 0410, 0411, and all other ground maintenance-related MOSs.

Study Hours: 10  
Reserve Retirement Credits: 3  
ACE Credits: None

### **0416A THE MARINE CORPS PUBLICATIONS AND DIRECTIVES SYSTEM**

Provides all Marines with general knowledge of the publications and directive systems. This course provides guidelines for establishing and maintaining a publication library. Additionally, this course shows how to make changes and replace existing publications. This course is designed for all Marines who have access to their publications library.

Study Hours: 6  
Reserve Retirement Credits: 2  
ACE Credits: None

### **045C THE LOGISTICS/EMBARKATION SPECIALIST**

Provides instruction on the basic duties of a logistics clerk. Introduces logistics, general administration, supply, maintenance, transportation, and ground safety. Designed for Pvt-Sgt in MOS 0431.

Study Hours: 15  
Reserve Retirement Credits: 5  
ACE Credits: MC 1408-0030, 1 hr-BALL

## ***OF -06, COMMAND AND CONTROL SYSTEMS***

### **0614 DIGITAL/SWITCHING EQUIPMENT OPERATORS GUIDE**

Provides instruction to Marines responsible for the installation, operation, management, and maintenance of wireline communications. The course consists of learning experiences necessary to perform those duties associated with the Digital Technical Control (DTC) van, the Compact Digital Switch (CDS) and the REDCOM ISDN Gateway Exchange (IGX). Designed for Pvt-Sgt in MOS 0612/field wireman and 0614, unit level switch operator.

Study Hours: 8  
Reserve Retirement Credits: 3  
ACE Credits: None

### **0632 HF/UHF FIELD RADIO EQUIPMENT**

Addresses ancillary equipment applicable to the five radio sets, basic modulation theory, equipment usage, antenna tuning and the tuning process, ECCM, theory, and programming for ECCM operations. Designed for Pvt-Sgt in MOS 06XX.

Study Hours: 9  
Reserve Retirement Credits: 3  
ACE Credits: None

### **0664 RADIO TERMINAL SET (AN/MRC-142) OPERATOR COURSE (CD VERSION)**

Provides instruction of the description and use of the AN/MRC-142 radio terminal set; it teaches the electrical requirements configuration, signal flow, installation, operation maintenance, and fault isolation of the system. Designed for Pvt-Sgt in MOSs 0621 and 0622.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: None

### **0665 RADIO TERMINAL SET (AN/MRC-142) OPERATOR COURSE (WEB VERSION)**

Provides instruction of the description and use of the AN/MRC-142 radio terminal set; it teaches the electrical requirements configuration, signal flow, installation, operation maintenance, and fault isolation of the system. Designed for Pvt-Sgt in MOSs 0621 and 0622. An electronic exam is available at any Learning Resource Center.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: None

### **0669 RADIO TERMINAL SET (AN/MRC-142) REPAIR AND MAINTENANCE COURSE (CD VERSION)**

Provides instruction in general theory and operation/maintenance of data/communications equipment as required for MOS 0622 operator and MOS 2844 and 2862 maintainer. Each participant will also have received basic instruction focusing on equipment characteristics, installation, operation, and organizational maintenance to the Line Replaceable Unit.

Study Hours: 9  
Reserve Retirement Credits: 3  
ACE Credits: None

### **0670 RADIO TERMINAL SET (AN/MRC-142) REPAIR AND MAINTENANCE COURSE (WEB VERSION)**

Provides instruction in general theory and operation/maintenance of data/communications equipment for the MOS 0622 operator and MOS 2844 and 2862 maintainer. Each participant will also have received basic instruction focusing on equipment characteristics, installation, operation, and organizational maintenance to the Line Replaceable Unit.

Study Hours: 9  
Reserve Retirement Credits: 3  
ACE Credits: None



## ***OF-08, FIELD ARTILLERY***

### **0813B FIELD ARTILLERY SURVEY**

Provides a basic knowledge of field artillery survey, emphasizing the techniques of measuring horizontal and vertical angles with the T2-E Theodolite and measuring distance with the Distomat DI-3000. Covers the operations and maintenance of the Position Azimuth Determining System (PADS), Global Positioning System-Survey (GPS-S), and the AN/PSN-11 Satellite Signals navigation Set (PLGR). Pvt-Sgt Marines in the 0842, 0844, and 0847 MOS.

Study Hours: 17  
Reserve Retirement Credits: 5  
ACE Credits: None

### **0816B HOWITZER SECTION CHIEF**

Provides instruction in the duties of the howitzer section chief. This course covers the skills and knowledge required to lay, fire, and move a howitzer. Also includes instruction in the setup and operation of the M90 Chronograph, Muzzle Velocity System (MVS), and Gun Display Unit (GDU). Designed for Cpl-Sgt in MOS 0811.

Study Hours: 12  
Reserve Retirement Credits: 6  
ACE Credits: None

### **0820D THE M198, 155MM TOWED HOWITZER**

Provides instruction in the operation and functioning of all major components, including fire control equipment. Covers safety procedures, ammunition, and cannoner duties. Designed for Pvt-SSgt in MOS 0811.

Study Hours: 14  
Reserve Retirement Credits: 5  
ACE Credits: None

### **0861 BASIC FORWARD OBSERVATION PROCEDURES**

Provides instruction on the principles and techniques for adjusting supporting arms fire. Designed for all Marines.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: None

## ***OF-11, UTILITIES***

### **1122A REVERSE OSMOSIS WATER PURIFICATION UNIT**

Provides instruction in the operation and maintenance of the Reverse Osmosis Water Purification Unit under both normal and unusual operating conditions. Designed for Pvt-SSgt in MOS 1171.

Study Hours: 23  
Reserve Retirement Credits: 8  
ACE Credits: MC 1732-0003, 3 hrs-VA

### **1141A MARINE ELECTRICIAN**

Presents the principles of electricity and electrical safety, and describes the tools necessary to perform the duties of the Marine electrician. Includes electrical equipment topics such as generators, the dummy load, the flood light unit, and the mobile electric power distribution system (MEPDS). Designed for Pvt-SSgt in MOS 1141.

Study Hours: 18  
Reserve Retirement Credits: 6  
ACE Credits: MC 1714-0200, 1hr-VA

### **1142B SOLID-STATE DEVICES**

Provides instruction on semiconductor diodes, transistors, special devices, and solid-state power supplies that relate to the electrical field. Designed for Cpl-SSgt in MOS 1142.

Study Hours: 17  
Reserve Retirement Credits: 6  
ACE Credits: MC 1715-0132, 2 hrs-BALL  
3 hrs-VA

### **1161 FUNDAMENTALS OF REFRIGERATION**

Provides instruction on the fundamentals of refrigeration, refrigerants and lubricants, refrigeration controls, and air conditioning methods. Designed for Pvt-SSgt in MOS 1161.

Study Hours: 26  
Reserve Retirement Credits: 9  
ACE Credits: MC 1730-0005, 3 hrs-VA

## **1169A UTILITIES OFFICER/CHIEF**

Provides instruction in several diverse topics related to the duties of a utilities officer/chief. The topics include electrical principles, power distribution systems, refrigeration principles and troubleshooting, water purification, and camp hygiene. Designed for SSgt-WO in occupational field 11.

Study Hours: 12

Reserve Retirement Credits: 4

ACE Credits: MC 1710-0048, 3 hrs-BALL

### ***OF-13, ENGINEER, CONSTRUCTION, AND EQUIPMENT***

## **1320A FUNDAMENTALS OF DIESEL ENGINES (WEB VERSION)**

Web-based version of MCI 1335C, *Fundamentals of Diesel Engines*. Provides basic instruction on diesel engine function and repair. Covers basic principles of diesel engine operation, performance, injection, and control. Designed for Pvt-Sgt in MOS 1341. Also designed for those in the 11, 18, 21, and 35 occupational fields who work extensively with diesel engines. An electronic exam is available for this course at any Learning Resource Center.

Study Hours: 4

Reserve Retirement Credits: 1

ACE Credits: None

## **1321 FUNDAMENTALS OF DIESEL ENGINES (CD VERSION)**

CD version of MCI 1335C, *Fundamentals of Diesel Engines*. Provides basic instruction on diesel engine function and repair. Covers basic principles of diesel engine operation, performance, injection, and control. Designed for Pvt-Sgt in MOS 1341. Also designed for those in the 11, 18, 21, and 35 occupational fields who work extensively with diesel engines. An electronic exam is available for this course at any Learning Resource Center.

Study Hours: 4

Reserve Retirement Credits: 1

ACE Credits: MC 1712-0010, 2 hrs-BALL

## **1327 ENGINEER ESTIMATIONS**

Equipment time estimations, project planning for equipment operations, maintenance, and management of engineering equipment. This course will reflect updated procedures, doctrine, and current equipment and cover subjects not taught at the formal school. This course serves as skill progression. Designed for Sgt-GySgt in the 1349 MOS.

Study Hours: 9

Reserve Retirement Credits: 3

ACE Credits: None

## **1328E ENGINEER EQUIPMENT CHIEF**

Provides instruction to all Marines having supervisory leadership duties in the engineering field. This course also discusses engineer equipment estimations and project planning for equipment operations. This course is designed for SSgt-MGySgt who are assigned the MOS of 1316, 1341, 1345, 1349, and 1391.

Study Hours: 21

Reserve Retirement Credits: 7

ACE Credits: MC 1601-0016, 3 hrs-BALL

## **1332G METAL WORKING AND WELDING OPERATIONS**

Provides instruction on operating and maintaining welding equipment and sheet metal machines. Covers the welding process, identifying metals, heat treatment of metals and alloys, and repairing and restoring damaged sheet metal and equipment. Designed for Pvt-Cpl in MOSs 1316, 2161, and 3513.

Study Hours: 21

Reserve Retirement Credits: 7

ACE Credits: MC 1723-0008, 3 hrs-BALL

## **1334H MATH FOR MARINES**

Provides a math review. Includes integers, solving simple algebraic equations, word problems, and finding square roots. Covers formulas for finding areas, volumes, and the Pythagorean theorem. This course also presents the history and principles behind each subject. Designed for all Marines.

Study Hours: 22

Reserve Retirement Credits: 7

ACE Credits: MC 1107-0001, 3 hrs-VA

### **1335C FUNDAMENTALS OF DIESEL ENGINES**

Provides basic instruction on diesel engine function and repair. Covers basic fuel principles of diesel engine operation, performance, injection, and control. Designed for Pvt-Sgt in MOS 1341. Also designed for those in the 11, 18, 21, and 35 occupational fields who work extensively with diesel engines. An electronic exam is available for this course at any Learning Resource Center.

Study Hours: 4  
Reserve Retirement Credits: 1  
ACE Credits: MC 1712-0010, 2 hrs-BALL

### **1343 DIESEL ENGINE MAINTENANCE AND TROUBLESHOOTING**

Provides the Marine mechanic an updated refresher training on maintenance, troubleshooting problems, and procedures for seven diesel engines. Includes three handbooks on troubleshooting logic. Designed for Cpl-SSgt in MOS 1341.

Study Hours: 18  
Reserve Retirement Credits: 6  
ACE Credits: MC 1712-0007, 3 hrs-VA

### **1373A BASIC ENGINEER: COMBAT OPERATIONS**

This course provides instruction to Marines in the MOS 1371 Combat Engineer, assigned and operating as Combat Engineer in a division combat engineer unit. This course is designed for Marines in the ranks of private to corporal in MOS 1371 who are or may be assigned to combat engineer battalions.

Study Hours: 13  
Reserve Retirement Credits: 4  
ACE Credits: None

### **1374A LANDMINE WARFARE**

Provides all Marines with the general knowledge and guidelines applicable to landmine warfare. This course will reinforce your knowledge of landmine operations and procedures acquired through formal training. Designed for Pvt-MSgt that are tasked with duties involving landmine operations.

Study Hours: 7  
Reserve Retirement Credits: 2  
ACE Credits: None

### **1381 MATH FOR MARINES (CD VERSION)**

CD based version of MCI 1334H, Math for Marines. The purpose of this course is to provide math instruction to include number systems and operations, fractions and percents, simple algebraic expressions and equations, systems of measurement, basic geometry and problem solving. Designed for all Marines.

Study Hours: 22  
Reserve Retirement Credits: 7  
ACE Credits: None

### **1382 MATH FOR MARINES (WEB VERSION)**

The purpose of this course is to provide math instruction to include number systems and operations, fractions and percents, simple algebraic expressions and equations, systems of measurement, basic geometry and problem solving. Designed for all Marines.

Study Hours: 22  
Reserve Retirement Credits: 7  
ACE Credits: None

### **1391A BULK FUEL SPECIALIST**

Provides instruction in the four fundamentals of bulk fuel equipment and its employment, stressing safety guidelines, bulk fuel equipment, maintenance of hardware, and bulk fuel systems. Includes comprehensive instruction on arm and hand signals and an overview of external cargo loading. Introduces the employment of SIXCON tank modules. Designed for Pvt-Cpl in MOS 1391.

Study Hours: 11  
Reserve Retirement Credit: 4  
ACE Credits: None

***OF-18, TANK AND ASSAULT AMPHIBIAN  
VEHICLE***

**1800 AAV/RAMRS CREW FUNCTIONS**

This course addresses basic functions of the AAV/RamRS crewman. This course provides in-depth coverage checks made before, during, after operations for land and water. Further, this course covers engine operations, ramp, and auxiliary operations. Included with the course is a crew checklist job aid. Designed for Pvt-LCpl and Lt in MOS 1803/1833.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: None

**1816 MARINE ARMOR  
NONCOMMISSIONED OFFICERS  
PROGRAM (CD VERSION)**

Marine Armor NCO provides instruction in the four phases of Marine Corps training and deployment cycle (pre-deployment, ship-borne, pre-combat, and combat). Provides situational problems to increase the student's knowledge of problem solving and decision making in the following areas: armor platoon tactics, tank gunnery, maintenance, and special operations.

Study Hours: 40  
Reserve Retirement Credits: 13  
ACE Credits: None

**1831B FIELD OPERATION AND  
EMPLOYMENT OF THE ASSAULT  
AMPHIBIAN VEHICLE**

Provides instruction on AAV operations, camouflage techniques, and overcoming obstacles. Emphasizes the basic principles of fire distribution and control of AAV weapons. Designed for Pvt-SSgt in MOS 1833.

Study Hours: 18  
Reserve Retirement Credits: 6  
ACE Credits: None

**1833B ASSAULT AMPHIBIAN CREWMAN  
FUNCTIONS**

Provides instruction on the organization of the AAV battalion. This course covers vehicle starting and operating procedures, crew duties, vehicle maintenance, and auxiliary equipment. Designed for Pvt-SSgt in MOS 1833.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: None

**1834C THE AAVP7A1 LOGBOOK AND  
COMMUNICATIONS**

Provides instruction on the use and maintenance of the Ordnance Vehicle Logbook, communication with both visual signals and the vehicle communications system. Includes the use of SINCGARS radio sets installed in the AAVP7A1 in both single channel and frequency hopping modes. Designed for Pvt-Sgt who have duties requiring them to operate as a Marine assault amphibian crewman.

Study Hours: 9  
Reserve Retirement Credits: 3  
ACE Credits: None

**1844A M1A1 ARMAMENT & AMMO**

Provides learning experiences necessary to perform those duties associated with the 120mm M256 main gun, the M2 heavy barrel machinegun, the M240 machinegun, the M250 smoke grenade launcher, and tank ammunition. Designed for Pvt-Major, MOS 1812/1802, M1A1 tank crewman.

Study Hours: 15  
Reserve Retirement Credits: 5  
ACE Credits: None

**1851 OPERATION OF THE UPGUNNED  
WEAPONS STATION**

Provides instruction in operational checks, weapons installation, ammunition loading, boresighting, aiming, firing, and immediate action for the Upgunned Weapons Station on the AAVP7A1. Designed for Pvt-Sgt in MOS 1833.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: None

## ***OF-21, ORDNANCE***

### **2124G ARMORY PROCEDURES**

Provides instruction in armory security, armory forms, armory management, and the armorer's tools. Designed for all Marines who are required to work in an armory.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: None

### **2125 GROUND ORDNANCE SUPERVISOR**

This course includes knowledge and skills required for the effective maintenance administration of ordnance equipment at the organizational and intermediate levels. Emphasis is placed on the Ordnance Maintenance Chief. Staff Sergeants in the 2100 Occupation field that will be attending the Ground Ordnance Maintenance Chief Course.

Study Hours: 15  
Reserve Retirement Credits: 5  
ACE Credits: None

### **2135 INSPECTION AND REPAIR OF THE M9 PISTOL**

Provides instruction in performing any type of inspection and repair on the M9 pistol. Covers technical inspection to identify defects in the weapon. Emphasizes repair procedures to return the pistol to serviceable condition. Designed for Pvt-Sgt in MOS 2111.

Study Hours: 8  
Reserve Retirement Credits: 3  
ACE Credits: None

## ***OF-25, OPERATIONAL COMMUNICATIONS***

### **2515H ANTENNA CONSTRUCTION AND PROPAGATION OF RADIO WAVES**

Provides instruction on radio wave theory, antenna construction, and Electromagnetic Compatibility Analysis Center (ECAC) services. Designed for Pvt-GySgt in the 25 and 28 occupational fields.

Study Hours: 11  
Reserve Retirement Credits: 4  
ACE Credits: MC 1715-0136, 1 hr-VA

## **2525A COMMUNICATIONS SECURITY**

Provides instruction on the purposes, responsibilities, and components of communications security. Discusses the principles of transmission and physical and cryptographic security. Designed for all Marines.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: None

### **2526B INTRODUCTION TO ELECTRONIC WARFARE**

Provides a source of information and instruction on electronic warfare. Emphasizes the responsibilities of the command, enemy electronic threat, and the means for countering the enemy threat. Designed for Pvt-SSgt in all MOSs.

Study Hours: 14  
Reserve Retirement Credits: 5  
ACE Credits: None

### **2538A SINGLE CHANNEL GROUND AIRBORNE RADIO SYSTEM (SINGARS) (AN/PRC-119)**

Provides instruction to all Marines who operate the SINGARS radio. Emphasizes how to install and operate the radio in either single channel or frequency hopping mode. Designed for Pvt-LCpl in any MOS.

Study Hours: 16  
Reserve Retirement Credits: 5  
ACE Credits: None

### **2540 COMMUNICATIONS PLANS AND ORDERS**

Provides information about the organization and employment of the MAGTF and its relation to communications planning. Provides instruction on the organization and employment of USMC command and control systems, planning routine communications support, combat plans and orders including paragraph 5 of the operation order, communications estimates, and Annex K. Designed for Sgt-MGySgt in the 25 occupational field.

Study Hours: 21  
Reserve Retirement Credits: 7  
ACE Credits: None

### **2551D FIELD WIRE EQUIPMENT AND PROCEDURES**

Provides instruction in using various telephone systems. Describes construction procedures to include splices, ties, climbing field telephone poles, and waterproofing. Designed for Pvt-Sgt in MOSs 2512 and 2513.

Study Hours: 15  
Reserve Retirement Credits: 5  
ACE Credits: None

### **2552D FIELD SWITCHBOARDS - INSTALLATION AND OPERATION**

Provides instruction on installing, operating, and maintaining the SB-22 and SB-3614 tactical switchboards and the SB-4097 and SB-3659 patching panels. Designed for Pvt-LCpl in MOS 2512.

Study Hours: 10  
Reserve Retirement Credits: 3  
ACE Credits: None

### **2563 ENCRYPTION/DECRYPTION DEVICE (TSEC/KY-99A) OPERATIONS COURSE (CD VERSION)**

Provides instruction on the description and use of the TSEC/KY-99A; it teaches connection of the device to compatible radio equipment, performing a cold-start, and loading additional cryptographic fills. This course can also be useful to units/commands that desire to enhance the communications abilities of their non-communications MOS personnel. Designed for Pvt-Sgt in MOS 2531/0621, Field Radio Operator.

Study Hours: 3  
Reserve Retirement Credits: 1  
ACE Credits: None

### **2566 ANALOG SWITCHBOARD (SB-3614) OPERATIONS COURSE (CD VERSION)**

Provides instruction on the description and use of the SB-3614; it teaches installation, programming, operation, and maintenance of the switchboard and associated equipment (e.g., power supplies, telephones). This course can also be useful to units/commands that desire to enhance the communications abilities of their non-communications MOS personnel. Designed for Pvt-Sgt in MOS 2512/0612, Field Wireman.

Study Hours: 8  
Reserve Retirement Credits: 3  
ACE Credits: None

### **2567 REMOTE MULTIPLEXER-COMBINER (TD-1234) OPERATIONS COURSE (CD VERSION)**

Provides instruction on the description and use of the TD-1234; it teaches installation and operation of the RMC device and associated equipment (e.g., power supplies, switches, telephones.) This course can also be useful to units/commands that desire to enhance the communications abilities of their non-communications MOS personnel. Designed for Pvt-Sgt in the 2500/0600 military occupational field.

Study Hours: 3  
Reserve Retirement Credits: 1  
ACE Credits: None

### **2568 DATA TRANSFER DEVICE (AN/CYZ-10) OPERATIONS COURSE (CD VERSION)**

Provides instruction on the description and use of the AN/CYZ-10; it teaches battery installation, and selection and transfer of secure data. This course can also be useful to units/commands that desire to enhance the communications abilities of their non-communications MOS personnel. Designed for Pvt-Sgt in MOS 2531/0621, Field Radio Operator.

Study Hours: 3  
Reserve Retirement Credits: 1  
ACE Credits: None

***OF-28, DATA/COMMUNICATIONS  
MAINTENANCE***

**2820 ELECTRONIC MATHEMATICS FOR  
MARINES**

Provides foundation in advanced algebraic mathematics to prepare Marines for studies at the senior progression schools in the electronics maintenance and engineer occupational fields. Although not a requirement, it is recommended that students take MCI 13.34, *Math for Marines*, or have the equivalent knowledge before enrolling in this course.

Study Hours: 32  
Reserve Retirement Credits: 11  
ACE Credits: MC 1715-0194, 3 hrs-VA

**286G FUNDAMENTALS OF DIGITAL  
LOGIC**

Provides instruction on binary arithmetic and Boolean algebra. Discusses non-logic and transistor logic circuits. Designed for PFC-LCpl in the 28, 59, and 66 occupational fields.

Study Hours: 10  
Reserve Retirement Credits: 3  
ACE Credits: MC 1715-0184, 2 hrs-BALL

**287A INTRODUCTION TO TEST  
EQUIPMENT**

Provides the ground data/communications maintenance Marine with the knowledge and information necessary to choose and properly use the appropriate electronic test, measure, diagnostic equipment (TMDE) device for use in troubleshooting and repairing electronics equipment at all echelons of maintenance. Pvt - GySgt in the 28XX occfields.

Study Hours: 6  
Reserve Retirement Credits: 2  
ACE Credits: None

***OF-30, SUPPLY, ADMINISTRATION, AND  
OPERATIONS***

**301N BASIC WAREHOUSING**

Provides instruction in storage activities, types of supply units, and storage facilities. Covers proper stock locations, material-handling procedures, and field-warehousing operations. Designed for Pvt-Sgt in MOSs 3043, 3051, and 3052.

Study Hours: 14  
Reserve Retirement Credits: 5  
ACE Credits: MC 1405-0046, 1 hr-BALL

**303H WAREHOUSING OPERATIONS**

Provides instruction in the fundamentals of laying out storage areas for various commodities as well as, computing storage space and material-handling equipment requirements. Covers procedures used in preserving, packaging, packing, and marking military supplies and equipment. Designed for Cpl-SSgt in MOS 3051 and 3052.

Study Hours: 22  
Reserve Retirement Credits: 7  
ACE Credits: MC 1405-0021, 2 hrs-VA,  
2 hrs-BALL

**3044 CONTINGENCY CONTRACTING**

This course prepares contingency contacting personnel in preparation and execution of contingency operations.

Study Hours: 8  
Reserve Retirement Credits: 3  
ACE Credits: None

***OF-33, FOOD SERVICE***

**334L FOOD SERVICE FUNDAMENTALS**

Provides basic instructions in sanitation, personal hygiene, food-borne illnesses, and the proper use and handling of food service equipment. Designed for Pvt-LCpl in MOS 3381.

Study Hours: 18  
Reserve Retirement Credit: 6  
ACE Credits: MC 1729-0038, 1 hr-BALL

**OF-34, AUDITING, FINANCE, AND  
ACCOUNTING**

**3420F PERSONAL FINANCIAL  
MANAGEMENT**

Provides instruction in basic financial planning. Topics include: developing personal spending plans, military pay system, use of credit and debt recovery, choosing a financial institution, various legal issues, checkbook management, consumer awareness, insurance buying, housing issues, basic investing and retirement planning. Designated for all Marines.

Study Hours: 20  
Reserve Retirement Credits: 7  
ACE Credits: MC 1401-0009, 3 hr-BALL

**3422A BASIC PAY AND ALLOWANCES**

Designed to aid the Marine in auditing authorized allowances and deductions for pay purposes. This course is based on DODFMR 7000.14R, Department of Defense Financial Management Regulations: Military Pay, Policy, and Procedures, Volume 7, dated 1996. Designed for Pvt-Sgt who are assigned duties as disbursing clerks or in an allied field, such as command, administrative, or career counselors.

Study Hours: 20  
Reserve Retirement Credits: 7  
ACE Credits: MC 1401-0016, 1 hr-BALL

**3425A PERSONAL FINANCIAL  
MANAGEMENT (CD)**

CD-based version of MCI 3420E, *Personal Financial Management*. Provides instruction for using a personal budget for individual financial planning. Covers financial organizations, checking accounts, savings accounts, and the direct deposit system. Provides guidance for establishing good credit, obtaining loans, making major purchases, and keeping orderly personal financial records. Designed for all Pvt-MSgt in all MOSs.

Study Hours: 7  
Reserve Retirement Credits: 2  
ACE Credits: MC 1401-0017, 1 hr-BALL

**3426A PERSONAL FINANCIAL  
MANAGEMENT (WEB VERSION)**

Web-based version of MCI 3420E, *Personal Financial Management*. Provides instruction for using a personal budget for individual financial planning. Covers financial organizations, checking accounts, savings accounts, and the direct deposit system. Provides guidance for establishing good credit, obtaining loans, making major purchases, and keeping orderly personal financial records. Designed for Pvt-MSgt in all MOSs.

Study Hours: 7  
Reserve Retirement Credits: 2  
ACE Credits: MC 1401-0009, 1 hr-BALL

**OF-35, MOTOR TRANSPORT**

**3503A MOTOR TRANSPORT OPERATOR:  
NCO**

Provides the student with a basic knowledge of the day-to-day operations and procedures a non-commissioned officer in the 3531 MOS is required to know. Marines must have access to current motor transport orders, directives, and technical manuals to complete this course. Designed for Cpl-Sgt in the 35 occupational field.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: None



### **3521A TROUBLESHOOTING THE M998 ELECTRICAL SYSTEM**

Provides the skills needed to effectively troubleshoot the electrical system of the M998 HMMWV. Consists of modules containing self-instructional dialogues and performance tests. The student is required to troubleshoot simulated faults on an M998 using the technical manual and the appropriate test equipment. Designed for Sgts and below in the Motor Transportation (MT) maintenance field.

Prerequisite: Student's primary MOS must be a MT maintenance MOS. The student must be filling a MT maintenance billet or working on-the-job training (OJT) at a maintenance shop awaiting orders to school. There is a minimum requirement of 6 months of remaining obligated service or remaining time on station to ensure sufficient time for the student to complete the course. A Course Manager, a Course Administrator, and the following equipment must be available:

1. TM 9-2320-280-20-1
2. TM 9-2320-280-20-2
3. General mechanic's toolbox
4. Droplight/flashlight
5. STE/ICE - R
6. Drive belt tension gauge
7. Multimeter
8. M998 HMMWV
9. Creeper

Note: It is the Course Administrator's responsibility to obtain the required equipment.

Course Administration: This course is administered and tested differently from other MCI courses. Consisting of six modules, the student actually performs required tasks as instructed in the self-paced dialogue. Once the student feels confident with his performance, he or she informs the assigned Course Administrator and requests to be tested. Testing consists of the Course Administrator guiding and evaluating the student through a series of practical application performance tests. Upon completion of each module, the Course Administrator informs the student of his pass/fail grade. A passing grade enables the student to begin the next module. A failing grade gives the student the option to recycle or disenroll. The Courses Administrator and Manager are responsible for reporting the grades to MCI.

Study Hours: 18  
Reserve Retirement Credits: 6  
ACE Credits: None

### **3525C TACTICAL MOTOR VEHICLE FUEL AND EXHAUST SYSTEMS**

Teaches the identification and inspection of the fuel and exhaust systems of the tactical motor transport vehicles in service with the USMC. Designed for Pvt-Sgt in MOSs 3521 and 3522.

Study Hours: 5  
Reserve Retirement Credits: 2  
ACE Credits: MC 1703-0031, 2 hrs-BALL

### **3538B DISPATCHING PROCEDURES FOR MOTOR TRANSPORT**

Provides instruction in the proper procedures for dispatching tactical and commercial vehicles. Discusses various forms used to dispatch vehicles. Designed for Pvt-Sgt in the 35 occupational field.

Study Hours: 9  
Reserve Retirement Credits: 3  
ACE Credits: MC 1408-0031, 1 hr-BALL

### **3580A AUTOMOTIVE ENGINE MAINTENANCE AND REPAIR**

Introduces the skills and knowledge required to repair and maintain the automotive engine. Covers the diagnostic/troubleshooting techniques and the duties associated with inspecting, testing, and servicing the automotive engine. Designed for Pvt-Sgt in MOS 3521.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: MC 1703-0039, 2 hrs-BALL

### ***OF-41, PHYSICAL FITNESS***

#### **4133 SEMPER FIT BASIC FITNESS COURSE**

This course was developed with the assistance of the National Strength and Conditioning Association. It consists of an indepth curriculum of fitness theory, techniques and programming for fitness, nutrition, and fitness injuries. Designed for all Marines.

Study Hours: 9.5  
Reserve Retirement Credits: 3  
ACE Credits: None

**OF-57, NUCLEAR, BIOLOGICAL, AND  
CHEMICAL**

**5714A NBC RECONNAISSANCE AND  
CONTAMINATION AVOIDANCE**

Replaces MCI 579, *Monitor Survey Team Operations*. In addition to monitor survey operations, this course provides detailed instruction in chemical contamination predictions (NBC 1 to NBC 4 reports) and other battalion control center operations. Designed for all Marines in the 5711 MOS and all Marines assigned collateral duties as NBCD personnel in their units. An electronic test is available for this course at any Learning Resource Center.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: None

**571A NBC INDIVIDUAL SURVIVAL  
MEASURES**

Addresses the fundamentals of survival in an NBC environment. Discusses maintaining survival gear, donning and removing equipment, and sustaining personal combat potential. Emphasizes reacting properly to NBC attacks, locating, and identifying contaminated areas, and treating NBC battle casualties.

Study Hours: 9  
Reserve Retirement Credits: 3  
ACE Credits: None

**572 NBC INDIVIDUAL SURVIVAL  
MEASURES (CD VERSION)**

Addresses the fundamentals of survival in an NBC environment. Discusses maintaining survival gear, donning and removing equipment, and sustaining personal combat potential. Emphasizes reacting properly to NBC attacks, locating, and identifying contaminated areas, and treating NBC battle casualties.

Study Hours: 9  
Reserve Retirement Credits: 3  
ACE Credits: None

**573 NBC INDIVIDUAL SURVIVAL  
MEASURES (WEB VERSION)**

Addresses the fundamentals of survival in an NBC environment. Discusses maintaining survival gear, donning and removing equipment, and sustaining personal combat potential. Emphasizes reacting properly to NBC attacks, locating, and identifying contaminated areas, and treating NBC battle casualties. Designed for all Marines in the 5711 MOS and all Marines assigned collateral duties as NBCD personnel in their units.

Study Hours: 9  
Reserve Retirement Credits: 3  
ACE Credits: None

**OF-58, MILITARY POLICE AND  
CORRECTIONS**

**581E CORRECTIONS**

Provides instruction in brig policy and staff composition, security, contraband, and on the general responsibilities of the corrections specialist. Designed for Pvt-Sgt in MOS 5831 and for on-the-job trainees.

Study Hours: 20  
Reserve Retirement Credits: 7  
ACE Credits: MC 1728-0014, 3 hrs-BALL

**5812A MILITARY POLICE INTERVIEW/  
INTERROGATION FORMS**

Addresses the rules and regulations for completing interview/interrogation forms used in the Marine Corps. Places emphasis on standardized completion of forms. Places special emphasis on obtaining complete statements through a systematic approach from the interview/interrogation to the completion of each form. Designed for Pvt-GySgt in MOS 5811.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: MC 1728-0013, 1 hr-VA

## **582      CORRECTIONS SUPERVISOR**

Provides instruction in job fundamentals of the corrections supervisor. Covers physical security, custody, control, staffing of a ship's brig, and dealing with bomb threats. Designed for Cpl-SSgt working in a brig.

Study Hours: 12

Reserve Retirement Credits: 4

ACE Credits: MC 1728-0007, 3 hrs-BALL

## ***OF-60, AIRCRAFT MAINTENANCE***

### **6001A   AIRCRAFT MAINTENANCE NCO**

Provides instruction in the functions of organizational and intermediate maintenance activities. Discusses the publications, records, and forms along with typical OMA operations. Designed for Pvt-Sgt in the 60, 61, 63, 64, and 65 occupational fields.

Study Hours: 10

Reserve Retirement Credits: 3

ACE Credits: MC 1704-0010, 3 hrs-BALL

### **6002      AVIATION MAINTENANCE WORKCENTER SUPERVISOR**

Addresses the three fundamentals areas of responsibility that most center supervisors encounter in performance of their duties: Directive Programs, Safety Oriented Programs, Tools and Material Upkeep Programs. Designed for LCpl-Sgt who are or may be assigned as an aviation maintenance work center supervisor.

Study Hours: 8

Reserve Retirement Credits: 3

ACE Credits: MC 1406-0055, 3 hr-BALL

### **602A    THEORY AND CONSTRUCTION OF GAS TURBINE ENGINES**

Provides training on the basic theory of gas turbine engines, turbine engine construction, and engine operation and maintenance. Also discusses turbine engine induction, exhaust, fuel metering, ignition, cooling, and fire protection subsystems. Designed for PFC-Sgt in MOSs 6011, 6018, 6025, 6111, 6118, and 6128.

Study Hours: 19

Reserve Retirement Credits: 6

ACE Credits: MC 1710-0004, 2 hrs-VA

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## **DISTANCE PROFESSIONAL MILITARY EDUCATION (DPME) PROGRAMS**

### **8010 SERGEANTS DISTANCE EDUCATION PROGRAM (SDEP)**

#### **PURPOSE**

The SDEP is the initial block of enlisted distance professional military education (PME). The curriculum is designed to develop the leadership, communications, and analytical thinking skills necessary to become an effective NCO. This program is the prerequisite for sergeants to attend the resident Sergeant's Course and is a requirement for promotion to staff sergeant.

#### **ELIGIBILITY**

USMC - corporals and above  
Other services - E-6 and above

#### **PREREQUISITES**

Non-commissioned officers who have successfully completed MCI 0381C, *Land Navigation* (paper version) or MCI 0385B, *Land Navigation* (web version).

#### **AREAS OF STUDY**

This program consists of seven areas of study: basic grammar and composition (10.7 hours of student effort), leadership (12.5 hours of student effort), military studies (14 hours of student effort), introduction to warfighting (14 hours of student effort), warfighting tactics (17 hours of student effort), warfighting techniques (11 hours of student effort), and weapons (20 hours of student effort).

**ACE CREDITS:** MC 2204-0127, see individual sub-courses

#### **COURSE ADMINISTRATION**

The courses in this program are tested by machine-graded, multiple choice examinations, which are proctored and closed book. When a student enrolls in the program, the text and examination packages for each course are mailed directly to the student. The student must take his program materials to his training NCO. The training NCO gives the texts to the student and the examination packages to the student's commanding officer or designated representative. The commanding officer or designated representative is responsible for administering the student's examination. Detailed instructions are contained in each text and examination package.

#### **8011A BASIC GRAMMAR AND COMPOSITION**

*Basic Grammar and Composition* is designed to provide Marine corporals and sergeants with a basic knowledge of English grammar fundamentals. It is composed of a review of the parts of speech and the basic elements of writing including phrases, clauses, sentence structure, punctuation, capitalization, and spelling.

Study Hours: 10.75

Reserve Retirement Credits: 4

ACE Credits: MC 0602-0002, 1 hr – BALL (English)

## **8012A LEADERSHIP**

*Leadership* covers an introduction to leadership, maintaining personal readiness, advising Marines on financial planning, proficiency and conduct marks, performance evaluation system (PES), instruction techniques, oral communication, and managing an MCI training program.

Study Hours: 12.5

Reserve Retirement Credits: 4

ACE Credits: MC 1408-0033, 2 hrs – BALL (Principles of Management)

## **8013A MILITARY STUDIES**

*Military Studies* presents subjects unique to the military and the Marine Corps. It includes the procedures for conducting non-judicial punishment, drill, uniforms and inspections, and physical fitness training. It also includes an overview of Marine Corps history, customs, and courtesies.

Study Hours: 14

Reserve Retirement Credits: 5

ACE Credit: MC 2204-0128, 1 hr-BALL (Military Studies/Military Science)

## **8014A INTRODUCTION TO WARFIGHTING**

*Introduction to Warfighting* introduces the Marine Corps doctrine of MCDP-1 Warfighting and teaches students how to apply this doctrine to platoon and company-level tactics.

Study Hours: 14

Reserve Retirement Credits: 5

ACE Credits: MC 2204-0129, 2 hr-BALL (Military Studies/Military Science)

## **8015A WARFIGHTING TACTICS**

*Warfighting Tactics* is designed to teach Marine NCOs their role as the tactical decision maker. Using 8014A *Introduction to Warfighting* as a building block, the course is designed to teach the basics of operations orders, offensive and defensive tactics, and squad patrolling.

Study Hours: 17

Reserve Retirement Credits: 6

ACE Credits: MC 2204-0130, 1 hr-BALL (Military Studies/Military Science)

## **8016A WARFIGHTING TECHNIQUES**

*Warfighting Techniques* focuses on battlefield techniques and leadership of a non-commissioned officer. Throughout this course, the student will be faced with decision-making scenarios encountered by a small unit leader.

Study Hours: 11

Reserve Retirement Credits: 4

ACE Credits: MC 2204-0131, 1 hr-BALL (Military Studies/Military Science)

## **8017A WEAPONS**

*Weapons* is designed to provide the Marine NCO with technical and detailed instruction on the characteristics and operation of some of the most common small arms found in the Marine Corps arsenal.

Study Hours: 20

Reserve Retirement Credits: 7

ACE Credits: None

**8100**  
**STAFF NONCOMMISSIONED OFFICERS CAREER DISTANCE EDUCATION PROGRAM**  
**(SNCO CDEP)**

**PURPOSE**

The SNCO CDEP builds on the SDEP curriculum with the specific purpose of developing effective Marine SNCOs. The course emphasizes leadership and the basic mechanics of training management. Completion of this program is a prerequisite for staff sergeants and staff sergeant selects to attend the Resident SNCO Career Course. Completion is a requirement for promotion to gunnery sergeant.

**ELIGIBILITY**

USMC – sergeants and above  
Other services - E6 and above

**PREREQUISITE**

Marine sergeants must have successfully completed the SDEP.

**AREAS OF STUDY**

This program consists of five areas of study: leadership and administration (21 hours of student effort); military studies (9 hours of student effort); warfighting techniques (9 hours of student effort); tactical decision making (12 hours of student effort); leadership credo (6 hours of student effort).

**COURSE ADMINISTRATION**

The courses in this program are tested by machine-graded, multiple choice examinations, which are proctored and closed book. When a student enrolls in the program, the text and examination packages for each course are mailed directly to the student. The student must take his program materials to his training NCO. The training NCO gives the texts to the student and the examination packages to the student's commanding officer or designated representative. The commanding officer or designated representative is responsible for administering the student's examination. Detailed instructions are contained in each text and examination package.

**ACE CREDITS:** MC 2204-0174, 3 hrs-BALL  
Area of study-Military Science  
MC 2204-01274, 1 hr-BALL  
Area of study-Leadership

**8101 LEADERSHIP AND ADMINISTRATION**

Provides information on leadership traits, styles of leadership and evaluating your Marines. Discusses family readiness and financial planning with references to agencies specializing in these areas. Provides information on setting up a weight control and personal appearance program on an individual or unit level. Provides progression skills from the 8010 Sergeants Program on communication through written correspondence.

Study Hours: 21  
Reserve Retirement Credits: 7

**8102 MILITARY STUDIES**

Provides leaders with a common understanding of military law and the military justice system. Also discusses the MAGTF, the evolution of the Marine SNCO, and updates to the uniforms options available to SNCOs.

Study Hours: 9  
Reserve Retirement Credits: 3

### **8103    WARFIGHTING TECHNIQUES**

Provides instruction on the fundamentals and operation of rear area security and conducting a medical evacuation. Discusses procedures for indirect fire support and advanced land navigation.

Study Hours: 9

Reserve Retirement Credits: 3

### **8104    TACTICAL DECISION MAKING**

Course contains an interactive, CD based combat simulation that requires the SNCO to make instant decisions in a tactical environment. Course discusses the analytical skills required to be effective in the decision making process.

Study Hours: 12

Reserve Retirement Credits: 4

### **8105    LEADERSHIP CREDO**

Course discusses different leadership styles and the essentials of leadership by analyzing published articles that display varied leadership styles.

Study Hours: 6

Reserve Retirement Credits: 2



**8200**  
**STAFF NONCOMMISSIONED OFFICERS ADVANCED DISTANCE EDUCATION PROGRAM**  
**(SNCOADEP)**

**PURPOSE**

The SNCOADEP builds on the SNCOCDEP curriculum with the specific purpose of developing the senior SNCO's ability to manage company level unit training responsibilities. Content of this program is broader in scope than the career course and provides a more advanced level of professional military education. This program is the prerequisite for gunnery sergeants and gunnery sergeants select to attend the Resident SNCO Advanced Course.

**ELIGIBILITY**

Staff sergeants and above

**PREREQUISITE**

Staff sergeants must have successfully completed the SNCOCDEP.

**AREAS OF STUDY**

This program consists of five areas of study: military studies (13 hours 30 minutes of student effort); military justice and law of war (10 hours 30 minutes of student effort); warfighting techniques (11 hours 20 minutes of student effort); combat techniques (10 hours of student effort); and combined arms (2 hours 30 minutes of student effort).

**COURSE ADMINISTRATION**

The courses in this program are tested by machine-graded, multiple choice examinations, which are proctored and closed book. When a student enrolls in the program, the text and examination packages for each course are mailed directly to the student. The student must take his program materials to his training NCO. The training NCO gives the texts to the student and the examination packages to the student's commanding officer or designated representative. The commanding officer or designated representative is responsible for administering the student's examination. Detailed instructions are contained in each text and examination package.

**ACE CREDITS:** MC 2204-0142, 3 hrs-BALL  
Area of study-Military Science

**8201 MILITARY STUDIES**

Provides leaders with a common understanding of the fundamentals of military strategy and joint operations. Also discusses methods used to evaluate unit readiness, information on financial planning, ceremonial drill, and developing a land navigation course.

Study Hours: 13.5  
Reserve Retirement Credits: 4

**8202 MILITARY JUSTICE**

Provides an introduction to military law and an overview of the military justice system. Discusses Article 31 rights, punitive investigations, the non-judicial punishment process, and the impact of violating standing rules of engagement.

Study Hours: 10.5  
Reserve Retirement Credits: 3

### **8203    WARFIGHTING TECHNIQUES**

Provides instruction on the fundamentals of close air support and the procedures for establishing and maintaining a combat operations center. Also provides an overview of the mission, principles, and functional areas of combat service support as well as an overview of the organization and operation of rear area security.

Study Hours: 11.3

Reserve Retirement Credits: 4

### **8204    COMBAT TECHNIQUES**

Provides instruction on offensive and defensive fundamentals as well as the techniques used to efficiently and effectively train Marines. Also discusses combat leadership techniques, focusing on estimate of the situation and tactical orders.

Study Hours: 9.75

Reserve Retirement Credits: 3

### **8205    COMBINED ARMS**

Provides fire support fundamental concepts and instruction on the theories, methods, and assets of combined arms.

Study Hours: 2.5

Reserve Retirement Credits: 1

**8650**  
**EXPEDITIONARY WARFARE SCHOOL DISTANCE EDUCATION PROGRAM**  
**(EWSDEP)**

**PURPOSE**

The Expeditionary Warfare School Distance Education Program (EWSDEP) is required for captains by MCO P1553.4a. The program is designed as the "Keystone PME" to prepare company-grade officers to have the tools to lead and succeed in the 21<sup>st</sup> century Marine Corps.

**REQUIREMENT**

**EWSDEP First Half (8651 – 8654)** is required of all Marine Corps chief warrant officers (CWO-03) and of captains (03) who have not previously completed the resident or distance education program (DEP) career-level PME. Marine Corps captains selected for a sister service resident career-level school must complete the EWSDEP (8650).

**EWSDEP Second Half (8655 – 8657)** is a continuation of the 8650 PME for CWO-3s and captains. The entire 8650 series must be completed to meet the PME criteria.

**ELIGIBILITY**

Marine Corps 1<sup>st</sup> lieutenants (02) and CWO-2. May enroll in EWSDEP 8650.  
Marine Corps captains (03) and CWO-3. Mandatory enrollment in EWSDEP 8650.  
Sister Service 02 and 03. May enroll in EWSDEP 8650.  
SNCOs E-7-9 must request a waiver through the Enlisted PME Branch, Marine Corps University, Training and Education Command, Quantico, Virginia.

**PREREQUISITE**

Completion of all enlisted PME programs for SNCOs.

**AREAS OF STUDY**

**First Half:** This is a four-course program consisting of 8651, *Warfighting*, 8652, *Command and Control and Information Management*, 8653, *Marine Corps Planning Process (MCP)*, and 8654, *MAGTF Operations Ashore, Volume I*.

**Second Half:** This is a three course program consisting of 8655, *MAGTF Operations Ashore, Volume II*, 8656, *Expeditionary Operations, Volume I*, and 8657, *Expeditionary Operations, Volume II*.

Students are allowed 3 years to complete the EWSDEP (8650). Completion of the 8650 satisfies the PME requirement for captains as set forth in MCO P1553.4a.

## **COURSE ADMINISTRATION**

Machine-graded, multiple choice examinations, which are proctored and closed book test the courses in this program. When a student enrolls in the program, the text and examination packages for each course are mailed directly to the student. The student must take his program materials to his training NCO. The training NCO gives the texts to the student and the examination packages to the student's commanding officer or designated representative. The commanding officer or designated representative is responsible for administering the student's examination. Detailed instructions are contained in each text and examination package.

### **ACE CREDIT**

Lower-Division Baccalaureate/Associate Degree Category:	3 semester hours in technical writing 3 semester hours in introduction to communications 6 semester hours in military science
Upper-Division Baccalaureate Category:	3 semester hours in leadership 3 semester hours in operations research 6 semester hours in management
Graduate Degree Category:	3 semester hours in personnel management 3 semester hours in project planning 3 semester hours in wargaming/military strategy 3 semester hours in command and control or information management

### **HELP DESK**

A PME Help Desk is available to assist CSCDEP students with questions regarding PME programs.

- a. To contact the PME Help Desk via E-mail, use the following address: [ombmcipme@mbw.usmc.mil](mailto:ombmcipme@mbw.usmc.mil)
- b. To contact via the Internet, go to the MCI Web site, [www.mci.usmc.mil](http://www.mci.usmc.mil).
- c. To contact the PME Help Desk via telephone, call COMM: 202-685-7622; DSN: 325-7622; or toll free at 1-800-MCI-USMC.

### ***EWSDEP FIRST HALF (8651-8654)***

#### **8651 WARFIGHTING**

Covers the theory and nature of war. This course details the warfighting doctrine of the Marine Corps as expressed in MCDP-1, *Warfighting*. The course introduces the warfighting functions and details Marine Corps doctrine as expressed in MCDP 2, *Intelligence*, MCDP 3, *Expeditionary Operations*, and MCDP 4, *Logistics*.

Study Hours: 40

Reserve Retirement Credits: 14

#### **8652 COMMAND AND CONTROL AND INFORMATION MANAGEMENT**

This course covers the doctrinal concepts of MCDP 6, *Command and Control*, and the applications of command and control on the modern battlefield. Furthermore, it introduces Information Management (IM) and emphasizes streamlined information flow and other management techniques.

Study Hours: 20

Reserve Retirement Credits: 7

### **8653 MARINE CORPS PLANNING PROCESS (MCP)**

This course uses an interactive multimedia form of instruction, which is a scenario-based practical exercise (PE), to teach the deliberate planning process. MCP contains many concurrent and overlapping activities. Elements such as information gathering and template/matrix updating continue throughout the entire process. This course is based on MCWP 5-1, *Marine Corps Planning Process*.

Study Hours: 15

Reserve Retirement Credits: 5

### **8654 MAGTF OPERATIONS ASHORE, VOLUME I**

This course builds on the foundations of 8651 through 8653 as it explores the resources, doctrinal concepts, and warfighting capabilities associated with each element of the MAGTF, first as an element itself, then as a part of a synergistic, combined arms MAGTF. The course provides detailed instruction on the integration of the MAGTF's major subordinate commands within combined arms offensive operations.

Study Hours: 30

Reserve Retirement Credits: 10

### **8655 MAGTF OPERATIONS ASHORE, VOLUME II**

This course expands on the doctrinal foundations and warfighting capabilities of each element of the MAGTF and of the combined arms MAGTF as the course explores the integration of the MAGTF's major subordinate commands within combined arms defensive operations. Additionally, it provides an introduction to military operations on urbanized terrain (MOUT), and detailed instruction on MAGTF information operations capabilities and planning.

Study Hours: 23

Reserve Retirement Credits: 8

### **8656 EXPEDITIONARY OPERATIONS, VOLUME I**

This course introduces the doctrine, concepts, and challenges for MAGTF options in support of expeditionary operations with an emphasis on amphibious operations. Additionally, the course introduces the complexities of force deployment planning and execution (FDP&E). A study of the doctrinal amphibious command relationships addresses the critical impact these basic decisions have on the ship-to-shore movement and preparation of the landing plan. This course also addresses the critical impact of reduced amphibious lift and the importance of maritime prepositioned force (MPF) employment.

Study Hours: 39

Reserve Retirement Credits: 13

### **8657 EXPEDITIONARY OPERATIONS, VOLUME II**

This course expands on the doctrine and concepts for MAGTF options in support of expeditionary operations with emphasis on MEU(SOC) operations and MPF operations. It also explores military operations other than war (MOOTW), and the interrelationship between political, humanitarian, and military objectives. The course covers the concept of military intervention in response to situations where these objectives may be in conflict with each other. MEU(SOC) operations exposes the student to the rapid response planning process.

Study Hours: 21

Reserve Retirement Credits: 7

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**8800**  
**COMMAND AND STAFF COLLEGE DISTANCE EDUCATION PROGRAM**  
**(CSCDEP)**

**PURPOSE**

The CSCDEP introduces officers to the study of the art of war. This program teaches the relationships between the strategic, operational, and tactical levels of war. Its focus is on the Marine Expeditionary Force as the Marine warfighting command within a joint or combined command. CSCDEP also develops the student's ability to effectively communicate strategies and decisions to the operating forces. This instruction parallels the core curriculum of the resident Marine Corps Command and Staff College. Officers selected to the rank of major are eligible to enroll in this program. Majors must attend the Marine Corps Command and Staff College or attend another services equivalent college in residence or complete the CSCDEP, or complete another services equivalent DEP to be considered PME complete for their grade. For those majors who attend or participate in a sister service intermediate-level school, see the requirements for the 8845 Program (page 45).

**ELIGIBILITY**

Marine Corps captains (03) and CWO-3. May enroll in CSCDEP 8800.  
Marine Corps majors (04) and CWO-4. Mandatory enrollment in CSCDEP 8800.  
SNCOs E-7-9 must request a waiver through the Enlisted PME Branch, MCU, TECOM, Quantico, Virginia.  
Sister Service 03 selectees and above. See page 7 for enrollment directions.  
International officers - 04 selects and above. See page 7 for enrollment directions.  
Federal government employees - GS-12 and above. See page 7 for enrollment directions.

**PREREQUISITE**

Marine Corps Captains (0-3). Completion of EWS resident school or the EWSDEP 8650 course.  
Marine Corps SNCOs E-7-9 must be PME complete through EWS.

**AREAS OF STUDY**

Areas of study include the theory and nature of war, the strategic and operational levels of war, MAGTF education, and operations other than war (OOTW).

**COURSE ADMINISTRATION**

The courses in this program are tested by machine-graded, multiple choice examinations, which are proctored and closed book. When a student enrolls in the program, the text and examination packages for each course are mailed directly to the student. The student must take his program materials to his training NCO. The training NCO gives the texts to the student and the examination packages to the student's commanding officer or designated representative. The commanding officer or designated representative is responsible for administering the student's examination. Detailed instructions are contained in each text and examination package.

**ACE CREDIT:** MC 1408-0025

- a. 3 hrs-Upper Level  
Area of study – International Relations
- b. 3 hrs-Upper Level  
Area of study – Military Studies
- c. 3 hrs-Upper Level  
Area of study – Organization Management Planning
- d. 3 hrs-Upper Level  
Area of study – Theory and Nature of War
- e. 3 hrs-Graduate Level  
Area of study – Military History/Evolution of Strategic Thought
- f. 3 hrs-Graduate Level  
Area of study – National Security Studies

## HELP DESK

A PME Help Desk is available to assist CSCDEP students with questions regarding PME programs.

- a. To contact the PME Help Desk via E-mail, use the following address: [ombmcipme@mbw.usmc.mil](mailto:ombmcipme@mbw.usmc.mil)
- b. To contact via the Internet, go to the MCI Web site, [www.mci.usmc.mil](http://www.mci.usmc.mil).
- c. To contact the PME Help Desk via telephone, call COMM: 202-685-7622; DSN: 325-7622; or toll free at 1-800-MCI-USMC.

**COURSE DEVELOPER:** For questions about course content, exam evaluation, and program progress, your point of contact is the Marine Corps College of Continuing Education, Training and Education Command in Quantico, Virginia or any CCE satellite campus Regional Coordinator (RC). Address your questions about course content to the Director of the CCE at:

2079 Barnett Ave.  
Quantico, VA. 22134  
Attn: CSCDEP Curriculum Dept.

DSN telephone: 278-4390  
Commercial telephone: (703) 784-4390  
Toll free telephone: 1-800-992-9210

Internet: [cce@quantico.usmc.mil](mailto:cce@quantico.usmc.mil)  
Web page: <http://www.tecom.usmc.mil/cce>

## 8801 THEORY AND NATURE OF WAR

Addresses the evolution of warfare from the 17th century to the present. This study includes an analysis of the contributions of noted military theorists on the evolution of warfare and the relevance of their theories to modern warfare. Covers warfare from the perspective of both Western and Eastern cultures and from the concept of total war to that of revolutionary warfare. MCI 8801 also includes a CD-based interactive multimedia instruction that enhances student learning.

Study Hours: 43.5

Reserve Retirement Credits: 15

## 8802A STRATEGIC LEVEL OF WAR

Explores the relationship between national interests, the development of national goals/objectives, and the considerations attendant to using military forces to accomplish those goals and objectives. Using "Theory and Nature of War (8801)" as a foundation, "Strategic Level of War" explores how strategies are developed and how the capabilities and limitations of military force are used as an element of national power. Throughout the course, the student analyzes the use of military force as a political instrument and explores the recurring concerns of the strategist and policy makers in preparing for and preventing war, warfighting, and planning for successful termination of a war.

Study Hours: 47

Reserve Retirement Credits: 16



### **8803A OPERATIONAL LEVEL OF WAR**

Analyzes strategic guidance provided by the National Command and the translation of that guidance into operational direction in the form of a campaign plan designed to achieve military objectives. Examines the concept of operational (theater level) warfare and the relationship among the strategic, operational, and tactical levels of war. From a Marine Air-Ground Task Force (MAGTF) perspective, the course covers the considerations associated with operational planning in a joint and combined environment.

Study Hours: 57.3

Reserve Retirement Credits: 19

### **8804A THE MARINE AIR-GROUND TASK FORCE (MAGTF)**

Focuses on the concepts, considerations, and procedures attendant to the task organizations, deployment, and employment of the MAGTF.

Study Hours: 43

Reserve Retirement Credits: 14

### **8805A MARINE CORPS PLANNING PROCESS (MCP)**

Provides a detailed analysis and explanation of the six steps of MCP. This course ensures that every Marine officer has a practical understanding of MCP and how it integrates with joint operational planning. MCP is compatible with joint processes and is applicable to all levels across the spectrum of conflict. The course teaches MCP in a joint planning context. Course 8805A is a multimedia course with a paper text based on the resident curriculum. It includes a robust interactive multimedia instruction product that stresses active learning through a practical application exercise based on an Asia-Pacific joint and multinational operational scenario.

Study Hours: 25

Reserve Retirement Credits: 8

### **8806A JOINT AND MULTINATIONAL OPERATIONS**

Addresses a wide array of subjects which include: MARFOR competency, the MAGTF and Joint Task Force planning considerations, theater logistics, information warfare and command and control warfare, and space operations.

Study Hours: 24

Reserve Retirement Credits: 8

### **8808A AMPHIBIOUS OPERATIONS**

Covers joint amphibious and landing force doctrine. The course explores a range of subjects, including the nature, capabilities, limitations, phases, and characteristics of a MAGTF in an amphibious operation; service and command responsibilities; the MEU (SOC); and planning considerations.

Study Hours: 41.5

Reserve Retirement Credits: 14

### **8809 OPERATIONS OTHER THAN WAR**

Focuses on military operations that deter war and promote peace through means other than large-scale combat operations or conventional war. Course 8809 provides students a foundation for assessing situations and evaluating military options within the spectrum of operations other than war. This course examines the culture in MOOTW, humanitarian operations, peacekeeping operations, and military support to civil authorities. Several case studies also are explored.

Study Hours: 36

Reserve Retirement Credits: 12

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## **APPENDIX A**

### **MARINE CORPS INSTITUTE JOB AIDS**

The following MCI job aids are available from the MCI Web page, [www.mci.usmc.mil](http://www.mci.usmc.mil), in a PDF format. These job aids and handbooks may be quickly downloaded, printed, and customized to meet unit or individual needs.

**(\*) Denotes job aid is available for download from MCI Web site only. No paper-based products are available.**

- **AAV CREWMAN TACTICAL POCKET CHECKLIST**

Target Audience: This publication is designed for Marines assigned as AAV crewman.  
Description: This handbook is designed as a ready reference for the AAV crewman while conducting field operations. It contains several checklists used for conducting operational checks, vehicle administrative pages, weapon range cards and overlays.

- **AAV SECTION LEADER/PLATOON COMMANDER TACTICAL POCKET CHECKLIST**

Target Audience: This handbook is designed for AAV Sgts though 1st Lt whose current billet requires them to command an AAV section or platoon.  
Description: This handbook is designed as a readily available notebook that contains heavily used information, reports, requests, etc that pertain to the AAV MOS in a field environment.

- **AIRCRAFT MAINTENANCE NCO**

Target Audience: Private through sergeant in any aviation maintenance occupational field or MOS.  
Description: This handbook is intended for instructional purpose only. This handbook covers material applicable to all aviation maintenance MOSs.

- **AN/PRC-113(V) AND AN/VRC-83 (V) 2 PROGRAMMING GUIDE (\*)**

Target Audience: This handbook is applicable to Marines of all grades in the communications field.  
Description: This handbook is intended for instructional purposes only. This reference provides instructions on the procedures for loading frequencies and preset frequencies. It provides instruction on programming single word of day and multiple word of day, establishing time of day, and determining the active net number. It teaches the programming frequencies for training net and frequency management training operation.

- **AN/PSN-11 PLGR AID (\*)**

Target Audience: All Marines.  
Description: This aid is designed as a ready reference for use by any Marine who is assigned the task of navigating with the Precision Lightweight GPS Receiver (PLGR).

- **AN/PSN-11 PLGR HANDBOOK (\*)**

Target Audience: All Marines.  
Description: This handbook is intended for instructional purposes only. It is designed for use by any Marine who is assigned the task of navigating with the Precision Lightweight GPS Receiver (PLGR).

- CHEMICAL WARFARE (\*)

Target Audience: All Marines.

Description: This handbook is intended for instructional purpose only. This handbook addresses the fundamentals of survival in an NBC environment.

- CHIEF COOK (\*)

Target Audience: This handbook is applicable to all enlisted Marines in occupational field 33xx.

Description: This handbook is designed to provide a Marine with the basic knowledge to conduct themselves as a chief cook.

- COMMUNICATION FOR THE FMF MARINE (\*)

Target Audience: This handbook is provided as a reference for all Marines serving in a field environment. This applies to all grades and military occupational specialties.

Description: The scope of this publication is intended to provide a quick reference of the following: Fundamentals of Visual and Emergency Communication, Basic Voice Communication Procedures, and Environmental Effects on Radio Communications.

- CORRECTIONS (\*)

Target Audience: This handbook is provided as a reference for those operating Military Police or Corrections fields, particularly the 5831 military occupational field.

Description: This publication is provided as a guide to those in the Military Police and Corrections fields to assist in basic sentence computation. It is intended as a guide only and does not replace the sentence computation application within the Corrections Management Information System software. This handbook is comprised of expiration tables, a rate of earnings table, and sentencing example templates extracted from SECNAVINST 1640.9B.

- EMBARKATION JOB AID

Target Audience: This publication is designed for all Marines in the embarkation MOSs. All collateral duty embarkation representatives.

Description: This job aid is designed as a ready reference for use by Marines embarking equipment for air, rail, and sea transportation.

- FiST/FSC HANDBOOK

Target Audience: This publication is designed as a quick reference guide for non-artillery Marines that have a basic understanding of fire support.

Description: This handbook contains information on indirect fire, close air support, threat capabilities, weaponeering, fire support planning, and communications. Included are call for fire and fire support planning templates.

- FORWARD AIR CONTROLLER

Target Audience: Forward air controllers, air officers, reconnaissance units, ANGLICO units, and FAC schools at EWTGPAC/LANT.

Description: Provides checklists on performing the duties of a Forward Air Controller (FAC).

- INSPECTION AND REPAIR OF THE M9 PISTOL (\*)

Target Audience: This handbook is applicable to those needing a quick reference on topics relating to the functioning and maintenance of the M9 service pistol. This publication is specifically intended to be a reference to armorers and weapons maintainers throughout the service.

Description: This handbook is intended as a reference to assist any Marine who serves in the capacity of an armorer or weapons maintainer. Specifically, this reference provides instruction on the following topics: operator controls and safety procedures, operator and armorer disassembly and assembly, the functioning cycle, and the causes and repair of malfunction.

- LAND NAVIGATION HANDBOOK

Target Audience: All Marines.

Description: This handbook provides a review of basic land navigation skills, including map reading, Lensatic compass use, resection, intersection, night navigation, and navigating by natural means.

- LAYING METHODS AND HASTY SURVEY METHODS (\*)

Target Audience: Sergeants and above in the 08XX occupational field.

Description: Designed to aid in preparing the aiming circle for declinating, laying weapons, laying using the M-2 compass, distant aiming points, establishing hasty survey and subtense.

- M224 60mm MORTAR CREWMAN (\*)

Target Audience: Privates through sergeants who are assigned as members of a 60mm mortar squad.

Description: This handbook is intended for instructional purpose only. This handbook covers techniques and procedures that are involved with being a 60mm mortar crewman.

- MARINE AIDES HANDBOOK (\*)

Target Audience: This handbook is applicable to any Marine who serves as an enlisted aide. It is specifically designed for those in the military occupational specialty of 3372.

Description: This handbook is a reference for enlisted aides in the MOS 3372. It is published to provide a quick reference of enlisted aides duties, uniforms, entertaining and overall planning, official funds, quarters operations, and first aid procedures. This reference provides basic instruction on major issues the enlisted aid will face.

- OPERATIONAL RISK MANAGEMENT (ORM)

Target Audience: This handbook is applicable to any Marine in a command position to include personnel in the chain of command (team, squad, section, platoon leader), and staff members having personnel supervisory responsibility.

Description: This handbook is intended as a reference to assist any Marine in a command position to make risk assessment a routine part of planning, preparing, and executing operational missions and everyday tasks.

- PASTRY BAKING (\*)

Target Audience: This handbook is applicable to all enlisted Marines in occupational field 33xx.

Description: This handbook is intended for instructional purpose only and discusses basic knowledge and skills of how Marines conduct themselves as a pastry baker.

- PLATOON COMMANDERS HANDBOOK

Target Audience: This publication is designed for infantry Marines but applicable to any ground unit.  
Description: This handbook contains information on operation orders, enemy threat weapons, operation graphics, fire support, close air support, friendly weapons capabilities, assault support, reporting formats, field expedient communications, and military operations other than war.

- SMART-T HANDBOOK(\*)

Target Audience: This job aid is designed for all Marines who are responsible for the fundamentals, operations and maintenance of the AN/TSC-154 Secure Mobile Anti-Jam Reliable Tactical Terminal (SMART-T).  
Description: This handbook has been published to provide a quick reference on installing, operating, and restoring signal to the secure mobile antijam reliable tactical terminal.

- TANK COMMANDER TACTICAL POCKET HANDBOOK

Target Audience: This handbook is designed for MOS 18XX Sgts though 1stLt whose current billet requires them to command an M1A1 tank section or platoon.  
Description: This handbook is designed as a readily available notebook that contains heavily used information, to include reports, requests, and threat weapon capabilities that pertain to the 18XX MOS in a field environment.

- TRAY RATION HEATER SYSTEM

Target Audience: Any 3381 Marine whose current duties require them to operate and maintain a TRHS (specifically Marines assigned to field mess billets).  
Description: The job aide was created to assist deployed Marines who operate and conduct basic troubleshooting/maintenance on the Tray Ration Heating System (TRHS).

- MARINE BATTLE SKILLS TRAINING (MBST) AND MARINE CORPS COMMON SKILLS (MCCS) HANDBOOK

The following orders remain in effect: MCO 1510.90 ITS for MBST Vol. 2, Corporal through Gunnery Sergeant; MCO 1510.97 ITS System for the Marine Officer, MOS 9910, Vol. 1 – Lieutenant and Warrant Officer, MCO 1510.99, Core Competencies for the Marine Officer, Vol. 2 – Captain.

<u>Book</u>	<u>Number</u>
MCCS Handbook Book 1A and 1B: Pvt -GySgt; WO – CWO-2; 2 <sup>nd</sup> Lt - Capt	PCN 50600000900
MCCS Handbook exam packet	PCN 50600001000
MBST Book 3 – Individual Combat Tasks, Cpl – Sgt	PCN 50600000300
MBST Book 4 – Individual Combat Tasks, SSgt – GySgt	PCN 50600000400

Individual RUC's are authorized to order the MCCS handbook and exam packets. MCCS handbooks and exam packets are available at MCLB Albany and can be ordered through the Marine Corps Publication Distribution System (MCPDS). Use the PCNs above when ordering. Note that when ordering the MCCS/MBST books, distribution of each book is based upon the unit's Table of Organization. MCLB Albany also handles distribution of each MBST book. All questions concerning distribution should be directed to MCLB Albany, Dept. No. 876. The telephone number is DSN 567-5818/5819/6350 or commercial (912) 439-xxxx.

The following manuals can be accessed from the MCI Web site, [www.mci.usmc.mil](http://www.mci.usmc.mil) as well:

- ARMY CORRESPONDENCE COURSE PROGRAM (AIPD)
- MARINE CORPS DOCTRINE MANUALS

## **APPENDIX B**

### **ADDITIONAL EDUCATION AND TRAINING SOURCES**

1. Distance education and training courses and PME programs prepared by MCI are designed to fulfill the unique needs of the Marine Corps. Marines may also enroll in distance education courses and programs offered by the Army, Navy, Air Force, and the U.S. Coast Guard.

2. Since each service has different procedures, eligibility requirements, and forms for course enrollment, Marines should check the course catalog of the specific service thoroughly before applying for enrollment. Catalogs for each service are provided to all Marine Corps activities. Address requests for catalogs of other services to the Commandant of the Marine Corps (Code ARDS), 2 Navy Annex, Washington, DC 20380-1775. Writing or telephoning the service directly can also obtain catalogs for each service. Address and telephone numbers are provided below.

3. The following information is provided to assist Marines in contacting other service distance education institutes:

a. Army

Army Correspondence Course Program

Catalog: DA PAM 350-59

Enrollment/Student Services/Information:

Army Institute for Professional Development (AIPD)

U.S. Army Training Support Center

Fort Eustis, VA 23604-5121

DSN: 927-3697

COMM: (757) 878-2169/5410

Catalog Address: U.S. Army AC Publications Center

2800 Eastern Boulevard

Baltimore, MD 21220

Internet Address: [WWW.ATSC.ARMY.MIL/ACCP/AIPD](http://WWW.ATSC.ARMY.MIL/ACCP/AIPD)

Examples of courses available:

Air Defense (*Cover and Deception for Air Defense Units*)

Armor (*Combat Orders and Plans* and *Turret Familiarization M1A1 Tank*)

Chemical (*Chemical Detection and Reporting* and *Chemical Agents/ Components*)

Public Affairs (*Introduction to Journalism* and *Radio and TV Interviewing*)

Engineer (*Field Fortifications* and *Explosives and Demolitions*)

Field Artillery (*Precision Registration; Fire Planning for Offensive Missions; and AN-GVS-5 Laser Range Finder*)

Infantry (*Infantry Squad Operations; Mortars; and Tow Tactics*)

Intelligence (*Intelligence Preparation of the Battlefield* and *Captured Documents Handling*)

Military Police (*Physical Security Planning* and *Civil Disturbance Operations*)

Ordnance (*Maintenance of the M198 Howitzer* and *Maintenance of the M249 Machinegun*)

Communications (*Multichannel Radio Systems; Principles of Radio Wave Propagation; and Communications Security*)

Motor Transportation (*Motor Convoy Operations; Wheeled Vehicle Brake Systems; and Wheeled Vehicle Engines*)

b. Air Force

Air Force Institute for Advanced Distributed Learning (AFIADL)  
Catalog: AFIADL Course Institute Catalog  
Catalog Address: Air Force Institute for Advanced Distributed Learning  
50 South Turner Boulevard  
Maxwell AFB Gunter Annex, AL 36118-5643  
DSN: 596-4536/4329/4255  
COMM: (334) 416-XXXX

Internet Address: [www.maxwell.af.mil/au/afiadl](http://www.maxwell.af.mil/au/afiadl) PROTO.HTM

Examples of courses available:

Professional Military Education (*History of U.S. Air Power*)  
Aircrew Operations (*Airborne Electronic Fundamentals*)  
Weather (*Supplemental Forecaster Training*)  
Communications-Computer Systems (*Radio Communications Systems*)  
Communications-Electronic Systems (*Satellite and Wideband Communications Equipment*)  
Communications-Electronics (*Relays, Generators, Motors, and Electromechanical Devices*)  
Civil Engineering (*General Contingency Responsibilities*)  
Public Affairs (*Radio and Television Broadcasting*)  
Security Police (*Crime Prevention and Ground Combat Skills*)  
Classified National Security Information Management (*Declassification Training*)  
Intelligence (*Signals Intelligence Production*)  
Aircrew Protection (*Survival, Evasion, Resistance, and Escape (SERE) Training*)

c. Coast Guard

Coast Guard Institute  
Catalog: Coast Guard's List of Correspondence Courses  
Catalog Address: Commanding Officer  
United States Coast Guard Institute  
5900 S. W. 64th Street  
Oklahoma City, OK 73169-6990  
COMM: (405) 954-4265 POC (Mr. Mason)

Internet Address: [WWW.USCG.MIL/HQ/CGI/INDEX.HTM](http://WWW.USCG.MIL/HQ/CGI/INDEX.HTM)

Examples of course available: Public Affairs Specialist  
Food Services Specialist  
Fireman  
Elementary Algebra/Celestial Navigation

4. Officers may complete an Intermediate Level School distance education program offered by the services below. Marine officers completing another service's distance education program must first complete *Marine Corps Command and Staff Distance Education Program (8800)*.

a. Naval War College Nonresident Program

Address: Naval War College (Code IG)  
686 Cushing Road  
Newport, RI 02841-1207  
DSN: 948-2135/3898  
COMM: (401) 841-4779/2135 POC (Patty Desmond)

Internet Address: [HTTP://WWW.USNWC.EDU/NWC/CCE/INDEX.HTM](http://WWW.USNWC.EDU/NWC/CCE/INDEX.HTM)



b. U. S. Army Command and General Staff Corresponding Studies Program

Address: CGSC  
DNRS Eisenhower Hall  
Building 120, Room 273N  
280 Gibbon Avenue  
Fort Leavenworth, KS 66027-2314  
DSN: 585-3362/3380  
COMM: (913) 758-3362/3380

Internet Address: [HTTP://WWW-CGSC.ARMY.MIL/NRS/APPLY/CATALOG/CH1.HTM](http://WWW-CGSC.ARMY.MIL/NRS/APPLY/CATALOG/CH1.HTM)

c. Air Command and Staff College Associate Programs

Address: AOS - EIOR  
225 Chennalt Circle  
Maxwell AFB, AL 36112-6426  
DSN: 493-2196  
COMM: (334) 953-2196

Internet Address: [HTTP://WWW.CDSAR.AF.MIL/ECI/ECI/CATTOC.HTM](http://WWW.CDSAR.AF.MIL/ECI/ECI/CATTOC.HTM)

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## **APPENDIX C**

### **MCI PRODUCT DELETIONS AND ADDITIONS/REVISIONS**

1. The following MCI products were deleted since the last printing of the *Annual Course Listing*:

0054    *Hazardous Material/Hazardous Waste Marine*  
0414A   *Ground Maintenance Management Procedures for Supervisors*  
0816A   *Howitzer Section Chief*  
1143    *Interior Wiring*  
1169    *Utilities Officer/Chief*  
1330A   *Basic Shop Fundamentals for Mechanics*  
1344C   *Construction Print Reading*  
3316E   *Basic Nutrition*  
3333    *The Reserve Field Food Service Supervisor*  
3513B   *Cooling and Lubrication*  
3515B   *Automotive Brake System*  
3530    *Incidental Motor Vehicle Operator*  
3532A   *Incidental Motor Vehicle Operator(CD)*  
3535A   *Incidental Motor Vehicle Operator (WEB)*  
359F    *Automotive Power Trains*

2. The following MCI products were added or revised since the last printing of the *Annual Course Listing*:

0414B   *Ground Maintenance Management Procedures for Supervisors*  
047D    *Introduction to Amphibious Embarkation*  
0481A   *Landing Support Specialist*  
0614    *Digital/Switching Equipment Operators Guide*  
0816B   *Howitzer Section Chief*  
1169A   *Utilities Officer/Chief*  
1327    *Engineer Estimations*  
1844A   *M1A1 Armament and Ammunitions*  
2125    *Ground Ordnance Supervisor*

3. The following MCI job aids have been added or revised since the last printing of the *Annual Course Listing*:

*Tank Commander Tactical Pocket Handbook*